**To:** [*Full Name, Role*]

**From:** [*Full Name, Role*]

**Date:** [*Month D, Yr*]

**Subject:** Peer Review of [*Title of Document*]

**First Impressions**

* What does the profile say about the person?
* Is the profile complete with enough details?
* Comment on the overall organization and impactfulness

**Profile Photo**

* Does the profile have a photo?
  + What message does it convey (e.g. professionalism, confidence, or credibility)?

**Headline**

* What opportunities can be generated from the headline?
* Will the headline benefit with the use of keywords?

**About**

* Is the summary both personable and professional?
* How concise is the summary?
* Is there reference to the person’s skills and experiences to support an objective?

**Work Experience**

* How is this section organized?
  + Is it a chronological or a functional list?

**Education**

* Is this section up to date?
* Is there enough information about the person’s academic background?

**Volunteer Experience**

* How is this section organized?
  + Is it a chronological or a functional list?

**Skills and Endorsements**

* Are there appropriate and relevant skills listed?
* Is there a type of skill that is more applicable for the person’s career? (i.e. hard skills vs soft skills)

**Recommendations**

* Does the person have any recommendations from previous experiences?

**Grammar and Technical Errors**

* Are there any grammar mistakes?
  + Provide examples

**Concluding Comments**

* Comment on final impressions of the profile
* Were there any sections that needed clarification?
* Briefly summarize the suggestions for improvements
* Include a link to the LinkedIn profile page