

LinkedIn Profile Review Template

Reviewer's Name:

Author's Name:

Date:

LinkedIn URL:

Initial Impressions:

- Can you get a good idea of who this person is and what they do after a quick glance?
- Is there any confusion after a single read-through?

Profile Photo:

- Is the photo sufficient in resolution, and clarity (only one person in photo)?
- Is the photo of the person appropriate in a professional setting?

About Summary:

- Does the summary reference the person's objective and skills?
- Is the summary both professional and personable in tone?
- Is the summary reasonably concise, using key words whilst minimizing buzzwords?
- Are there any grammatical or technical errors?

Experience and Education:

- Is this section present and relevant?

Volunteer Experience:

- Is this section present and relevant?

Skills:

- Is this section present and relevant?

Recommendations:

- Does this person have potential recommendations from previous experiences?
- Are the recommendations from the relevant professional field?

Accomplishments:

- Is this section present and relevant?
- Are relevant courses, publications, awards, personal projects included?

Final Impressions and Conclusion:

- How well did the person utilize the LinkedIn platform and its given tools?
- Were the sections easy to read and understand?
- Summarize findings and review.