

Peer Review Template for LinkedIn Profile

Name of the reviewer:

Author's Name:

Date: M/D/Y

Subject: Peer Review of [Author]'s LinkedIn Profile

Dear [Author],

Thank you very much for the opportunity to read your work. Below are the most salient comments about the review:

Initial Impressions (paragraph form)

1. Was the profile organized, comprehensive and comprehensible?
2. Does the "About" section accurately capture the current professional status of the author?
3. Was the photo professional yet friendly?
4. How does the profile compare with their LinkedIn peers?
5. Any issues, grammatical or otherwise, that you may have encountered on your first reading?

Profile Picture

The profile picture should entail a business-appropriate photo, with a formal yet friendly tone.

Please consider the following:

1. Is the image high-quality and up to date?
2. Does the lighting allow for easy visualization?
3. Does the author emanate approachability?

Headline

Ensure that current professional status and interests are captured concisely.

Summary

An extension of the headline. The following information should be within:

1. Full yet discrete background of the author including education
2. Connect the background its influence on career choices
3. Present status and interests
4. Describe passions and motivations and their influence on future interest

Work and Volunteer Experience

ENGL 301 – Peer Review Template for LinkedIn Profile

Captures a thorough account of current and past experience. Per experience listed:

1. Include a title and duration
2. Ensure to include company/organization and location
3. A description of all contributions, accomplishments and skills acquired
4. Chronological order

Education

Describes both present and past educational ventures. Per institution:

1. Institution name and attending years
2. Program of study and expected graduation date
3. Key awards and involvements
4. No need for high school education if pursuing post-secondary

Licenses and Certifications

If included, ensure that they are appropriately named and issued with proper credentials

Skills and Endorsements

Should list various technical, interpersonal and professional skills of the author. Relevancy to personal interests is key and endorsements are an asset

Interests

The author should maintain a group associated with their occupation-related interests, as well as connections with potential industrial pursuits

Accomplishments

If listed, ensure highlighted skills are relevant to the author's objective

Projects

Relevant and impressive undertakings. Per project, include the following:

1. Project name and timeline
2. Description of project accomplishments
3. A list of skills acquired upon successful completion of the project
4. Associated links to view the project

Connections

Connections are a gateway into the world of online networking and will increase the chance of encountering business opportunities. Try to aim for 10-25 if new

Organization and Grammar

An integral part of any professional piece. Please ensure that the following conditions are met:

1. No spelling/awkward word choice errors
2. Accurate matching of tense and time
3. Technical writing style and tone

For bonus, ensure word use that may be included in search algorithms; tailor to your future employers

Suggested changes

Please describe in detail all changes that would ensure the LinkedIn meets the above standards. In addition, suggest positives: what areas were particularly attractive?

Overall Impressions/Concluding Comments

Provide a concise review of the main strengths and weaknesses of the LinkedIn profile for improvement

Thank you again,

Reviewer's Name

Link to original profile: [Link to profile](#)