



LINKEDIN PROFILE CHECKLIST

PHOTO:

This picture doesn't have to be fancy or expensive! Use your cellphone camera in front of a nice background, wear a nice shirt, fix your hair, and smile!

HEADLINE:

Use positive words to tell your audience your goals and what you are passionate about.

SUMMARY:

Tell the audience who you are and what motivates you. Include skills & future plans here.

EXPERIENCE:

List jobs that you've previously held (part-time & full-time) and what you accomplished at each. You can even include photos & videos from your work!

ORGANIZATIONS:

Do you participate in any organizations on or off of campus? Describe a little bit about those organizations and what you did with each.

The screenshot shows a LinkedIn profile for David Xiao, an Econ Major and Aspiring Financial Analyst in the San Francisco Bay Area. His background includes Berkeley Ventures and the University of California, Berkeley. The profile features a 'Summary' section where he discusses his interest in the financial industry and his experience as a senior at Berkeley. The 'Experience' section highlights a 'Venture Capital Internship' at Berkeley Ventures from May 2013 to September 2013. Below this, there is a photo of a presentation titled 'INTRODUCTION TO VENTURE CAPITAL' with a caption stating it was given to classmates based on what he learned at Berkeley Ventures. The 'Organizations' section lists 'Berkeley A Capella' as a Lead Singer from March 2012 to the present, with a note about performing at events for one of Berkeley's oldest cappella groups.



LSU OF ALEXANDRIA
**CAREER
CENTER**

LSUA

EDUCATION:

Starting with college, list all of your educational experiences - including summer programs.

VOLUNTEER EXPERIENCE:

Even if you weren't paid for a job, volunteer experience is often just as valuable as paid work.

SKILLS & EXPERTISE:

Add 5 or more skills that you possess. Your connections can then endorse you for these skills!

HONORS & AWARDS:

If you've earned prizes in or out of school, don't be shy! Tell us about it!

COURSES:

List courses that show off your skills and interests you're most excited for.

PROJECTS:

Whether you led a team at school or did independent research, tell us what you did and how you did it!

RECOMMENDATIONS:

Ask managers, professors, or coaches, that you've worked closely with to write a recommendation. This gives credibility to your strengths and skills.



Education

University of California, Berkeley
Economics, B.A.
2010 – 2014 (expected)



Volunteer Experience & Causes

Big Buddy

Skyline High School

September 2012 – May 2013 (9 months) | Education

Mentored an Oakland high school student through the college application process, helping him get into his dream school.



Skills & Expertise

Most endorsed for...

12 Economics

11 Start-ups

10 Due Diligence

10 Venture Capital

10 Management



Honors & Awards

The Achievement Award Program

UC Berkeley

Four-year scholarship awarded to community-minded students with a proven track record of academic success.



Courses

University of California, Berkeley

- Microeconomic Theory (Econ 101A)
- International Monetary Economics (182)
- Public Economics (230A)



Projects

Venture Capital Financing in India

May 2013

For our international Monetary Economics course, Paul and I decided to study the emerging venture capital industry in India. By looking at data from the World Bank, we were able to understand the challenges and opportunities facing this nascent sector. And we developed a series of recommendations for overcoming these challenges, which we delivered to our professor in a final term paper.

5 team members



David Xiao
Econ Major and Aspiring Financial Anal...



Paul Smith
Student at UC Berkeley

Recommendations

Received (2) ~

Venture Capital Internship Berkeley Ventures



Tim Lee
Partner

“David spent the summer with us at Berkeley Ventures and made an immediate impact. He showed us a brand new technique for firm analysis that he had just learned in school and came through with recommendations that opened our eyes to a unique set of opportunities.

We don't normally hire undergrads as interns but after working with David, we will again!

November 13, 2013, Tim managed