



Headline

- -120 characters or 20-24 words.
- -Grabs attention.
- -Not just title
- -add value proposition, descriptors, etc.
- -use keywords

Summary

- -About section = Summary=Elevator Pitch
- -2000 characters or 350-400 words.
- -Minimum 40 words. We aim for 200
- -Write in 1st Person POV
- -Build your case for what you do and why you do it.
- -Differentiate yourself but speak to your audience
- in a way that makes sense to them.
- -Keywords and phrases that are specific
- -How you want to contribute to the world professionally
- -Guiding principles inside and outside of work

Experience and Education

- -Closest thing on profile to resume
- -2000 characters per entry (350-400 words) but keep it around 100 words/entry
- -Paragraph form
- -include relevant jobs
- -impressive stats, achievements and everyso people can search foryou
- -rich media (photos, videos, presentations). Ask your company for help resources.

