

Linkedin Headline & Summary Creation

Linkedin Headline

Create a headline in 105 characters or less. Focus on grabbing the reader's attention. Look through the ideas of prospective recruiters and hiring managers. Think about your target dream job!

I am a (dream job title) who helps (what kind of organizations) (solve what problem).

Example: *I am a Human Resources Analyst who helps state institutions achieve its financial and programmatic goals!*

Ask yourself:

- Is it clear what I specialize in?
- Is it clear who I support or the value I bring?
- Does it stand out?

Craft your headline below:

Linkedin Summary

Here are some prompts that you can use to begin brainstorming your summary:

- What is your mission?
- What are your top areas of expertise?
- What are your most recognizable achievements?
- What is your most favorite quote/philosophy/motto?
- What do you enjoy doing?

Craft your summary below: