



Classroom Activity: How to Write a LinkedIn Profile Summary (High School)

You have 30 seconds to describe yourself. Can you do it?

The profile summary section requires brevity and critical thinking. In a small space, you must explain what you're about and the impact you make on others.

Scenario:

You plan to apply for a summer internship, but before you send off the application, you want to create a LinkedIn profile. The first part of the profile is the "profile summary," where you need to explain who you are and the kind of work/hobbies you find interesting.

Instructions:

- To create the LinkedIn profile summary, first read pages 165-167 of *Wait, How Do I Write This Email?*. That way, you'll gain the overall philosophy behind a well-written profile summary.
- Then, turn to page 168 and follow the three steps for a "college student" profile. Your teacher will have additional information on how to make your profile summary more appropriate at the high school level.
 - **Step 1:** Explain your year in school, where you attend school and if you're interested in a particular subject(s).
 - **Step 2:** Give more details on your interests (academic and extracurricular).
 - **Step 3:** Tell the reader what you hope to accomplish at college and one day in the business world. What impact do you want to make?

Be ready to share your profile summary and how you chose to describe yourself.