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AMBASSADOR RESOURCES
LINKEDIN

PHOTO

Make sure the photo you choose for your LinkedIn is professional! You can use a school photo, or any other image of your bust (head and shoulders) against a formal background.

NAME/TITLE

Use your full name to be professional! If you have preferred pronouns, you can put them in parenthesis following your name. Your title should state your position and what you aspire to be (ie: "Student and Aspiring Architect").

SUMMARY

Summarize who you are as a person, your strengths, accomplishments, and your goals for the future. This can seem daunting, but as long as you sound passionate and interesting to work with, you'll be fine! Feel free to be a little casual with this, as well!

EXPERIENCE

Include any jobs you've had (babysitting, tutoring, and part-time work included). Describe these jobs, what your role was, and how you contributed to the company/your customers. Summarize the skills you utilized to excel at this role, and you can include photos of your work.

ORGANIZATIONS

Are you part of a volunteer or community group in your town? Are you in drama club or any other clubs at school? Describe your role in these groups after listing them, and summarize what you've done!

EDUCATION

Input your high school. Once you progress to higher education, you will include your university. Enter your graduation year, unweighted GPA, and your role/participation in activities and societies at school. You can add your class rank as well, and any additional information.

VOLUNTEERING

List jobs that you did as community service, or that you weren't paid for. If you were involved in a volunteer organization, you can list that as well. It's up to your discretion what you list in both "Organizations" vs. "Volunteering", but make sure you put down how you made an impact, and your estimated hours!

SKILLS

Select five to seven of your key skills, so that an employer or a mentor can endorse you for your skills and abilities! You can also take "quizzes" to test your skill level, and LinkedIn will display your scores (this is optional) so your connections can see your strengths!

HONORS

List the prizes and awards you've earned inside or outside school! Don't be afraid to brag, and no award is too small! It's important to especially include honors that align with your interests to show consistency! There is a following section titled "Languages"- fill that in if you want to showcase biliteracy!

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COURSES

This section will be more relevant when you are in college, but if you are taking online or Coursera courses, you can include those here! If you have taken an interesting elective in school or a summer camp course, feel free to include those as well! There is also a section for "Test Scores"- any SAT, PSAT, ACT or AP scores you want to add can be put here!

PROJECTS

This section can detail any big or small projects you've worked on! If you were part of a charity project, or have done a research project on a topic you are passionate about, include that here! This section isn't necessarily referencing school projects, unless there is one you are particularly proud about!

RECOMMENDATION

If you have a mentor or boss that you made a good impression on, then you can reach out and ask for a LinkedIn recommendation! They can connect with you, and then submit a recommendation right through LinkedIn- which will show up on your profile!

CONTACT INFO

Input your contact info (no phone numbers!), and if you have a website, link that as well! This is important so that potential employers and connections can reach out to you!

OTHER

You can input your interests- technology, animal rights, colleges- in the "Interests" section. If you make any posts that you are proud of, you can showcase them on your profile with the "Featured" section! The last thing to remember is to connect whenever you can, with new people you meet professionally, because connections are important!!