





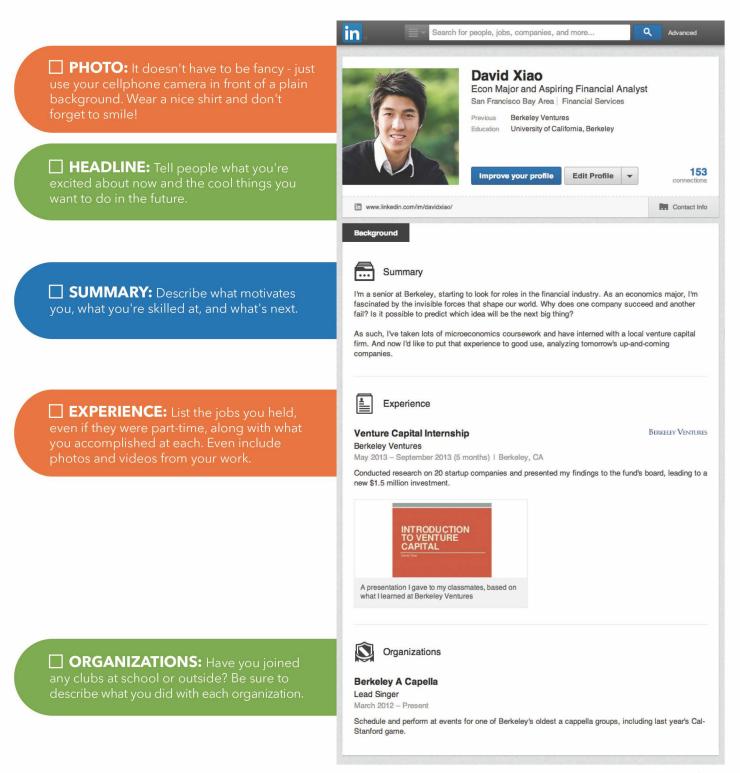








LinkedIn Profile Checklist



■ EDUCATION: Starting with college, list Education all the educational experiences you've had including summer programs. University of California, Berkeley Economics, B.A. 2010 - 2014 (expected) Volunteer Experience & Causes ■ 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 SKILLS & EXPERTISE: Add at least 5 Most endorsed for... 28 2 9 9 9 9 9 9 4 2 Economics Start-ups Due Diligence Venture Capital Management Honors & Awards ☐ HONORS & AWARDS: If you earned a prize in or out of school, don't be shy. Let the The Achievement Award Program world know about it! Four-year scholarship awarded to community-minded students with a proven track record of academic success Courses COURSES: List the classes that show University of California, Berkeley excited about. · Microeconomic Theory (Econ 101A) International Monetary Economics (182) Public Economics (230A) **Projects** uth ☐ **PROJECTS:** Whether you led a team Venture Capital Financing in India own, talk about what you did and how you did it. 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. Paul Smith Econ Major and Aspiring Financial Anal... Student at UC Berkeley Recommendations Received (2) -Venture Capital Internship ■ RECOMMENDATIONS: Ask managers, Berkeley Ventures professors, or classmates who've worked with you closely to write a recommendation. This gives extra credibility to your strengths and skills. 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



LINKEDIN MESSAGES

REQUESTING TO CONNECT

Dear Mr. Vader,

I am a USD environmental studies sophomore exploring careers in environmental compliance, and I found your profile through the USD alumni connections on LinkedIn. Would it be possible to schedule a short meeting or phone conversation with you to learn from your experience in the field? Thank you for your consideration.

FOLLOWING UP ON A JOB APPLICATION

Dear Ms. Thomas.

I am a communications studies junior at the University of San Diego, and I recently submitted my application for the Social Media Intern position that you posted on LinkedIn. I have met with Jane Smith and John Doe, who are University of San Diego alumni working in your organization, and they both strongly encouraged me to apply. I am very excited about the prospect of contributing my work to your social media marketing campaign. If you are able to provide a timeline of when I could expect to hear updates on my application, I would greatly appreciate it. Thank you so much for your time and consideration.

ASKING FOR AN INTRODUCTION

Dear Professor Walter:

I noticed that you are connected on LinkedIn with Ms. Jane Smith, a medical device sales representative from XYZ Company. As we discussed in the past, I am very interested in exploring sales careers related to the medical and surgical devices, and I believe there is much I can learn from Ms. Smith's experience. Would it be possible for you to connect me with her? I would really appreciate your help. Thank you for considering my request.