

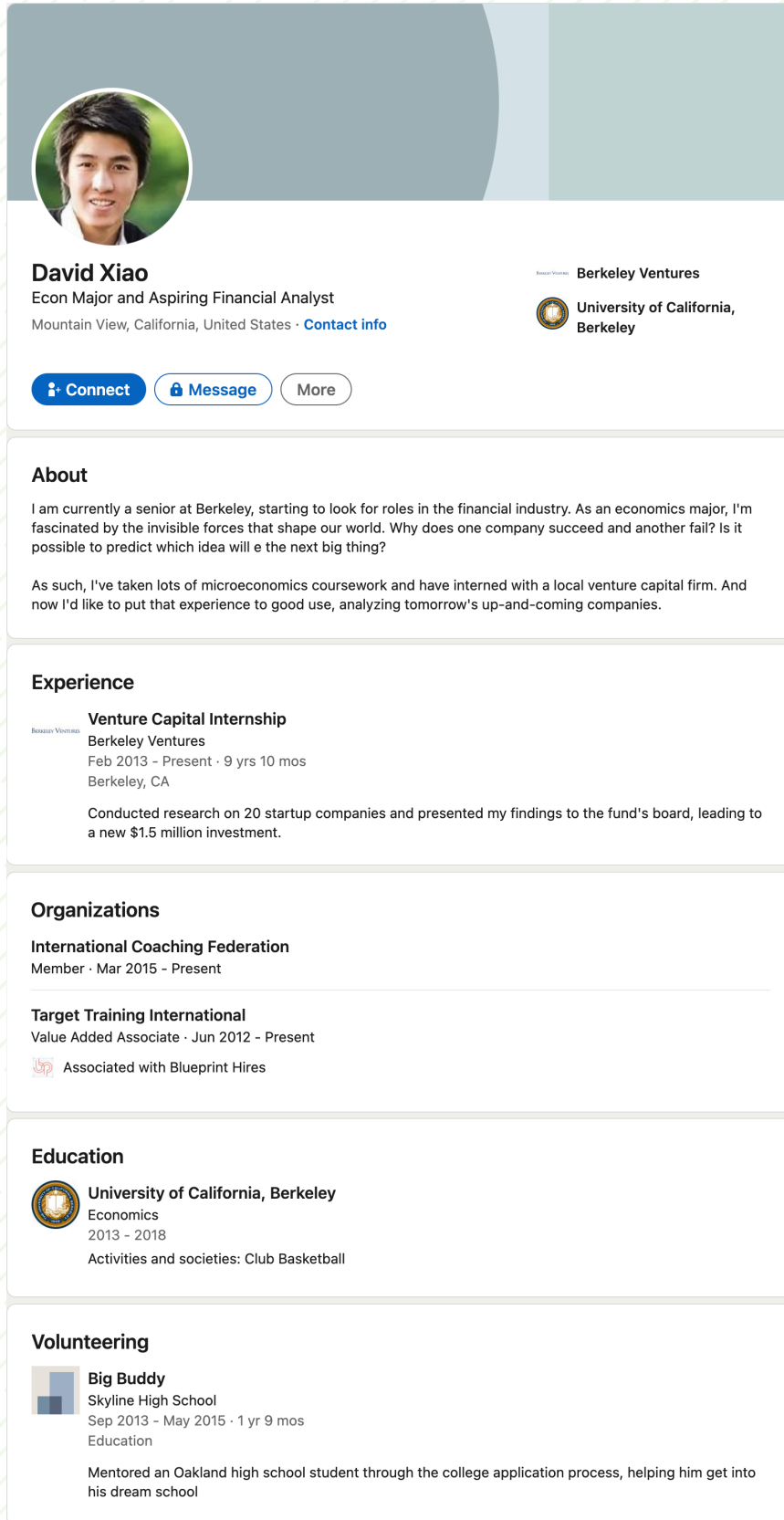
LinkedIn Profile Checklist

Profile Photo: It does not have to be fancy, use your cell phone in front of a plain background. Wear a nice shirt and smile!

Headline: This is a short, professional slogan, with skills and accomplishments. Add a goal you wish to accomplish.

Experience: Treat this section as a resume. Show jobs (even if part time). Give dates, job titles, location and a small description of job duties. You may also showcase your resume on LinkedIn.

Education: Starting with the most recent list all educational experiences. (Except High School)



The screenshot shows a LinkedIn profile for David Xiao. At the top is a profile picture of a young man with dark hair, smiling. Below the photo is the name "David Xiao" and the headline "Econ Major and Aspiring Financial Analyst". The location is "Mountain View, California, United States" with a "Contact info" link. To the right, there are two logos: "Berkeley Ventures" and "University of California, Berkeley". Below the profile information are three buttons: "Connect", "Message", and "More".

About

I am currently a senior at Berkeley, starting to look for roles in the financial industry. As an economics major, I'm fascinated by the invisible forces that shape our world. Why does one company succeed and another fail? Is it possible to predict which idea will e the next big thing?

As such, I've taken lots of microeconomics coursework and have interned with a local venture capital firm. And now I'd like to put that experience to good use, analyzing tomorrow's up-and-coming companies.

Experience


Venture Capital Internship
Berkeley Ventures
Feb 2013 - Present · 9 yrs 10 mos
Berkeley, CA

Conducted research on 20 startup companies and presented my findings to the fund's board, leading to a new \$1.5 million investment.


Organizations

International Coaching Federation
Member · Mar 2015 - Present


Target Training International
Value Added Associate · Jun 2012 - Present

 Associated with Blueprint Hires

Education

 **University of California, Berkeley**
Economics
2013 - 2018
Activities and societies: Club Basketball

Volunteering

 **Big Buddy**
Skyline High School
Sep 2013 - May 2015 · 1 yr 9 mos
Education

Mentored an Oakland high school student through the college application process, helping him get into his dream school

About: Describe your skills, qualifications and future goals. Should include what motivates you and should build off your headline.

Organizations: Please showcase any clubs or activities that you participated in at school or outside. Add a small description of what you did in each organization.

Volunteering: List all volunteer experiences as some employers will value this just the same as paid work.

Skills: Add minimum of 5 key skills, and then your connections/ references can endorse you for the things you are best at.

Projects: Whether you lead a team assignment in school or built an app on your own, talk about what you did, how you did it, and how you learned from managing a project.

Recommendations: Ask managers, professors, or co-workers to closely write a recommendation. This will highlight your skills and give more credibility to your skills and strengths.

Skills

Data Analysis


Data Entry

Financial Reporting

Show all 4 skills →

Courses

Microeconomic Theory
ECON 101A

 Associated with University of California, Berkeley

Projects

Venture Capital Financing in India
Apr 2015 - May 2015


For our international monetary economics course, we decided to study the emerging venture capital industry in India.

Honors & awards

The Achievement Program
Issued by UC Berkeley · Apr 2015

Four-year scholarship awarded to community-minded students with proven track record of academic success.


Deans List
Issued by UC Berkeley · Feb 2015

 Associated with University of California, Berkeley

4.0 GPA

Recommendations

Received Given

 **Josh Walker**
Co-Founder and President at Sports Innovation Lab
July 15, 2019, David was Josh's client

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Courses: List the classes that showcase the skills and interest that you are most excited about or have strong relevance towards your job interest.

Honors & Awards: Any honors in or out of school showcase it here. Let the world know what you accomplished.

For more info

Career Discovery

CareerDiscovery@delta.edu 989-686-9330

