**Linkedin Headline & Summary Creation**

**Linkedin Headline**

Create a headline in 105 characters of less. Focus on grabbing the readers 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 standout?

**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 you most recognizable achievements?
* What is your most favorite quote/philosophy/motto?
* What do you enjoy doing?

**Craft your summary below:**