

# LinkedIn Profile Checklist

## For Law Students

*Build a professional profile that gets noticed by law firms, judges & recruiters*

### 1. Profile Photo & Banner

- Upload a high-quality, professional headshot (clear background preferred)  
*💡 Dress as you would for a law firm interview — first impressions count.*
- Ensure your face is centred and well-lit in the photo
- Smile naturally — approachable yet professional
- Add a custom banner image related to law, justice, or your law school  
*💡 Use Canva to create a free branded banner (1584 × 396 px).*
- Avoid using casual or personal photos as your profile picture

### 2. Headline

- Write a compelling headline beyond just 'Law Student'  
*💡 Example: Final Year Law Student | Corporate Law Enthusiast | Moot Court Competitor*
- Include your area of legal interest (e.g., Corporate, Criminal, IP, Human Rights)
- Mention a key achievement or aspiration if space permits
- Keep it under 220 characters — LinkedIn's maximum

### 3. About / Summary Section

- Write a concise summary (3–5 sentences) in first person  
*💡 Start with who you are, your passion for law, and what you're working towards.*
- Mention your law school and expected graduation year
- Highlight 2–3 key strengths, skills, or experiences
- Include your career aspirations or the type of roles you are seeking
- Add relevant keywords (e.g., 'contract drafting', 'legal research', 'litigation')
- End with a call to action (e.g., open to internships, clerkships, collaborations)

## 4. Education

- Add your current law school with correct degree name and years

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- Include your undergraduate degree (if applicable)

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- Mention GPA or academic rank if it reflects well on you  
*💡 If your school uses a grade-based system, convert or explain it briefly.*

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- List relevant coursework (e.g., Constitutional Law, Corporate Law, Evidence)

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- Add academic honours, scholarships, or distinctions

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- Include any study abroad programmes or exchange semesters

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## 5. Experience (Internships, Clerkships & Part-Time Work)

- Add all legal internships with firm/organisation name, role, and dates

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- Write 2–4 bullet points per role describing your responsibilities and achievements  
*💡 Use action verbs: 'Drafted', 'Researched', 'Assisted', 'Prepared', 'Reviewed'.*

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- Quantify impact where possible (e.g., 'Assisted in 5+ client matters')

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- Include court clerkships, legal aid experience, or pro bono work

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- Add non-legal work experience that shows transferable skills (communication, research, leadership)

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## 6. Skills

- Add at least 10 relevant skills to your profile

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- Include legal skills: legal research, drafting, contract review, litigation support

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- Include soft skills: negotiation, public speaking, critical thinking, time management

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- Add technical skills: Westlaw, LexisNexis, MS Office, legal databases

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- Reorder skills so the most relevant ones appear at the top  
*💡 LinkedIn shows only your top 3 skills by default — make them count.*

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- Ask professors, supervisors, or peers for endorsements on key skills

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## 7. Extracurriculars & Activities

- Add moot court competitions with rounds reached or awards won
  - Include law review / law journal membership and any editorial roles
  - List mock trial, client counselling, or negotiation competition participation
  - Add positions held in law societies, student bar associations, or legal clinics
  - Include pro bono and community service involvement
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## 8. Licences, Certifications & Courses

- Add any bar exam enrolment or bar preparation milestones (where applicable)
  - List completed online courses (Coursera, edX, LinkedIn Learning) relevant to law
  - Include certifications in mediation, arbitration, or compliance (if any)
  - Add workshops or continuing legal education (CLE) programmes attended
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## 9. Recommendations

- Request at least 2–3 recommendations from professors or supervisors  
*💡 Approach people who have directly observed your legal skills or work ethic.*
  - Ask internship supervisors or law clinic coordinators for recommendations
  - Provide a brief note to recommenders outlining key points to highlight
  - Write recommendations for others — it often prompts reciprocation
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## 10. Networking & Engagement

- Set your profile URL to a clean custom URL (e.g., linkedin.com/in/firstname-lastname)
  - Connect with classmates, professors, alumni, and legal professionals
  - Follow top law firms, bar associations, and legal publishers
  - Engage with legal content — like, comment, and share relevant posts
  - Post or share original content related to law (case analyses, legal news, opinions)  
*💡 Even one post per month builds visibility in the legal community.*
  - Turn on 'Open to Work' for internships/jobs (visible to recruiters only if preferred)
  - Join LinkedIn Groups related to your area of legal interest
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