Personal Summary - About Section Template

Explain your direction and support it with real examples

Your About section should help a reader understand what interests you, what you have done, and what you want to contribute next. LinkedIn's summary guidance encourages a clear opening, concrete examples, natural language, and readable spacing. [1] Use this template as a starting point, then make it sound like you.

Plan before you write

- **Audience:** Choose the people you want to reach, such as recruiters in a target field or potential project collaborators. LinkedIn is not for making friends.
- **Direction: Name the field or type of work that interests you.**
- **Evidence:** Choose one or two examples from study, work, volunteering, or student activities.
- **Next step:** Describe the opportunities or professional conversations you welcome.

Template for a university student

1. I am a [year of study] student in [subject] at [institution], with an interest in [specific field or problem]. I enjoy [relevant activity] because [reason connected to your direction].

2. Through [coursework, project or activity], I have developed [two or three skills]. In [specific example], I [your action], which led to [accurate result or learning]. I am currently building my knowledge of [development area].

3. I would welcome connections with [people or field] and opportunities to [intern, contribute to projects or learn about a role].

Template for a recent graduate

I recently graduated in [subject] from [institution] and am interested in beginning my career in [field or role]. My strongest skills include [skills supported by evidence].

During [project, internship or activity], I [specific contribution] and [result or learning]. This experience strengthened my interest in [type of work]. I am now looking for [realistic opportunity] where I can contribute [relevant strength] and develop [skill].

I welcome conversations about [professional topic or opportunity].

Examples and your draft

Illustrative student example

I am a third-year business student interested in how teams organise work and improve customer service. I enjoy turning an unclear task into a practical plan.

For a student careers event, I coordinated room bookings and prepared a schedule for volunteers. I also used Excel in a research assignment to check survey records and summarise responses. These experiences helped me develop organisation, communication and attention to detail.

I am exploring administrative and operations internships and would welcome conversations with people working in those areas.

Illustrative graduate example

I recently completed a public policy degree and am interested in education and community development. My studies developed my skills in literature review, data interpretation and clear writing.

For my final project, I compared published research on student support programmes and prepared a briefing on the main findings and limitations. As a volunteer, I also helped organise a reading activity for younger students. I am seeking entry-level research or programme support opportunities where I can contribute these skills and continue learning.

Write your own version

My opening and direction

_____

_____

_____

My strongest example and personal contribution

_____

_____

_____

My next step or invitation to connect

_____

_____

Before publishing

Remove placeholders and generic claims. Check that every achievement is yours to describe, use natural keywords, and read the text aloud. Keep the opening informative and the paragraphs short. Do not include sensitive personal information simply to make the story memorable.