



Outer Game

Curriculum Vitae / Resume

Sections:

- Header (your name and contact information)
- Footer (page x of y)
- Profile (a career summary or objective)
- Employment history
- Educational history
- Skills
- Optional additional sections (languages, certifications, awards, volunteering, values, hobbies, etc.)

Common Mistakes:

- Wrong format
- Too much personal information
- Not specific to the job position

My Notes:

LinkedIn

Tips:

1. Choose the right profile picture for LinkedIn
2. Add a background photo (optional services)
3. Make your headline more than just a job title
4. Turn your summary into your story
5. List your relevant skills
6. Grow your network
7. Spread the endorsement love
8. Request recommendations
9. Like etc. on other people's posts
10. Add comments

Common mistakes:

- Not using accordingly
- Not engaging with people
- Being too shy to post
- Not HAVING a LinkedIn profile

My Notes: