

BYUI CONNECT CHECKLIST

COMPLETE THIS LIST TO EARN YOUR SILVER CERTIFICATION

☐ **Professional Headshot**

Upload a clear, high-quality photo taken in good lighting against a neutral background. Dress in a way that reflects your industry, and choose a photo that conveys warmth and approachability.

☐ **Headline**

Craft a concise statement of your career aspirations or area of expertise, similar to a LinkedIn headline. This is often the first thing others notice, so make it intentional.

☐ **About Me**

Write a brief, genuine introduction that includes your name, major, graduation year, and career interests. This is your chance to make a personal connection – keep it genuine and professional.

☐ **Expertise**

Identify the strengths that best represent how you think and work, whether that's problem-solving, collaboration, or creative insight. This helps others understand where you can add value or offer mentorship.

☐ **Documents**

Upload a polished, up-to-date résumé tailored to your field and free of errors. A well-crafted résumé lends credibility and gives employers or mentors a clear view of your qualifications.

☐ **Career Journey**

Outline your professional experience, including past roles and internships. Where possible, share the story behind each position, insight like this can be valuable to others navigating their own path.

☐ **Memberships**

Note any organizations, clubs, or volunteer efforts you're part of. If you've taken on leadership, highlight it here to demonstrate initiative and engagement.

☐ **More About Me**

Share a few personal details, such as hobbies or values, that offer a fuller sense of who you are. A little personality goes a long way in building genuine connection.

☐ **Connect with Alumni**

Reach out to five alumni through BYU-Idaho Connect. Thoughtful outreach can open doors you didn't know existed.

☐ **Join a Group**

Find and join a group aligned with your interests. Community often becomes the foundation for opportunity.

Connect with us

200 Manwaring Center
byui.edu/career
@byui_careercenter (Instagram)
BYU-Idaho Career Center (LinkedIn)

