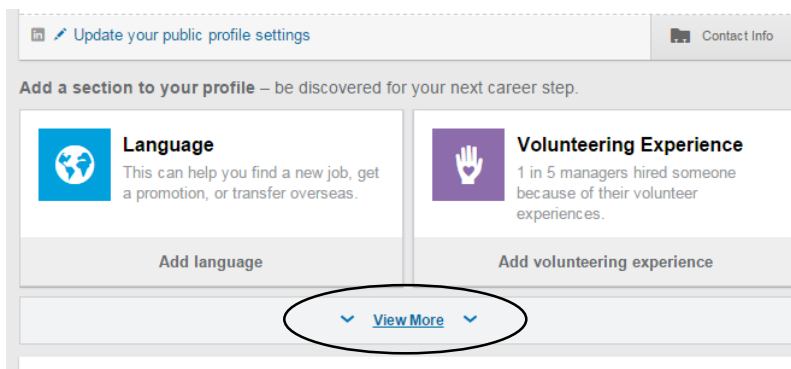


How do I put my Award on LinkedIn?

Congratulations! You're an Award holder and that makes you really attractive to potential employers. But they'll only know you've got the Award if you tell them. So how should you list the Award on LinkedIn?

There are three places where you can mention the Award on LinkedIn: Certificates, Honors & Awards and Education. We'd recommend you do the first one, and then one of the other two.

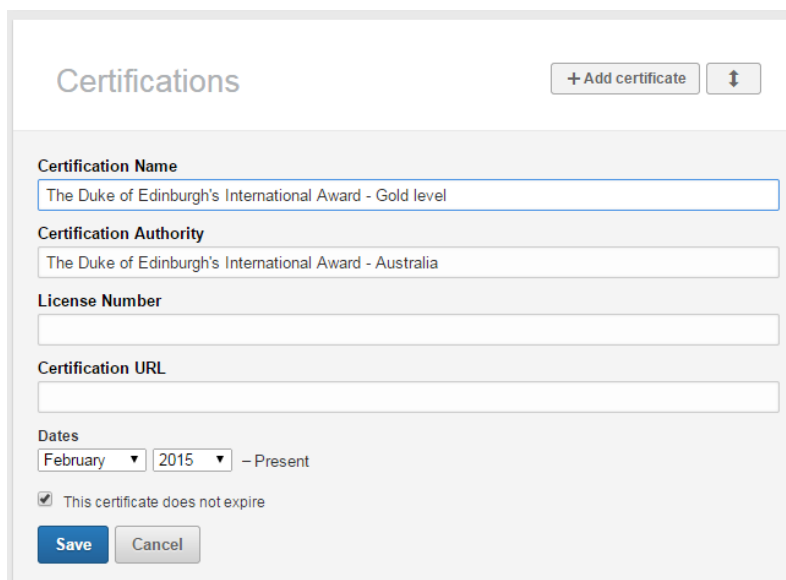
Login to your LinkedIn account and, using the top menu, click Profile > Edit profile.



If you haven't already added anything to Certificates, Honors & Awards and Education, you'll need to click on 'View More' in the 'Add a section to your profile' area. Once you've done that you'll see an option to add Certifications and Honors & Awards and Education.

Adding the Award to Certifications

To add the Award to Certifications, add the name of the Award and the level you completed in 'Certification Name'. If you have completed more than one level of the Award, you can add a certificate for each level.



The screenshot shows the LinkedIn 'Certifications' form. At the top right, there is a '+ Add certificate' button and a sort icon. The form has several fields: 'Certification Name' (filled with 'The Duke of Edinburgh's International Award - Gold level'), 'Certification Authority' (filled with 'The Duke of Edinburgh's International Award - Australia'), 'License Number' (empty), and 'Certification URL' (empty). Below these fields is a 'Dates' section with a dropdown for the month (set to 'February') and a dropdown for the year (set to '2015'), followed by '- Present'. There is a checkbox labeled 'This certificate does not expire' which is checked. At the bottom, there are 'Save' and 'Cancel' buttons.

Then add the name of the awarding body in your country to 'Certification Authority' – it should pick up their company page, but if they don't have one, you can link to The Duke of Edinburgh's International Award Foundation.

Leave 'License Number' and 'Certification URL' blank.

Add the date of when you received your Award. Leave 'This certificate does not expire' **ticked** and click 'Save'.

Adding the Award to Honors & Awards

To add the Award to Honors & Awards, add the name of the Award and the level you completed in 'Title'. If you have completed more than one level of the Award, you can add a certificate for each level.

+ Add honors & awards ↑ ↓

Honors & Awards

Title *

Occupation

Issuer

Date

Description

Leave 'Occupation' blank.

In the 'Issuer' box, add the name of the awarding body in your country. Add the date of when you received your Award.

In the 'Description' box, add details about your Award programme. You might want to include some of the activities you did, but make sure you include something about the skills you gained.

Click 'Save'.

Adding the Award to Education

You can add the Award to Education if you completed your Award programme through your school, college or university. Once you have added the name of your school and the dates you attended, you

+ Add education 📄 ↑ ↓

Education

School *
 Dhaka University of Engineering and Technology [Change School](#)

Dates Attended
 - Or expected graduation year

Degree

Field of Study

Grade

Activities and Societies

Examples: Alpha Phi Omega, Chamber Chorale, Debate Team

Description

See examples

can add the name of the Award to 'Activities and Societies'.

In the description box, write something about your Award programme. You could mention which level you did, which activities you did, and what skills you gained.

Click 'Save'.

Adding the Award to other sections

You might also like to mention some of your Award activities in the 'Volunteering Experience' section.