### Year 11 & 13 LinkedIn

We recommend you have a LinkedIn profile whether you are entering the job market or going onto further education or university because:

- 1. LinkedIn helps you establish an online presence
- 2. LinkedIn Supplements or can even replace your CV
- 3. You can use LinkedIn to apply for jobs
- 4. LinkedIn lets you research prospective employers
- 5. LinkedIn helps you connect with Alumnae from Sacred Heart High School (SHHS)

https://www.topuniversities.com/student-info/careers-advice/five-reasons-why-every-student-should-be-linkedin

https://collegeinfogeek.com/linkedin-summary-examples-for-students/

## How to set yourself up with a basic profile

- 1. Go to <a href="https://www.linkedin.com/">https://www.linkedin.com/</a>
- 2. Click on [Join Now]
- 3. Enter your personal email address and create a password



## **Link with SHHS**

- 1. In the education section start typing 'Sacred Heart High School Hammersmith' and then select
- 2. For 'Degree' you can type GCSE or A Levels
- 3. For 'Specialism' you can type which ever subject is most relevant to your studies
- 4. You can change your profile to a professional (non-student) at any time

#### That's it

### You now have a basic LinkedIn profile

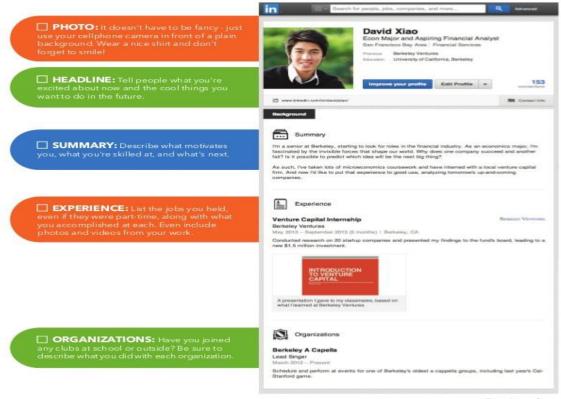
For more guidance on enhancing your profile and managing your security settings see below:

- 1. Email mtruelove@sacredh.lbhf.sch.uk to confirm you have an account
- 2. A webinar will be organised in the coming weeks to help you get the most out of your LinkedIn account.

#### LinkedIn profile



# LinkedIn Profile Checklist



Continued >>

## The Following hyperlink will help you create a great profile

https://university.linkedin.com/linkedin-for-students

https://www.linkedin.com/help/linkedin/answer/112133/howdoicreateagoodlinkedinprofile

## Manage your security settings

It is important that you follow the attached advice regarding your security settings:

https://www.linkedin.com/help/linkedin/answer/66/managing-your-account-and-privacy-settings-overview?lang=en



## Managing Your Account and Privacy Settings – Overview

## Change your account and privacy settings

The Privacy & Settings page allows you to manage your account settings, update your privacy and security settings, and set your preferences for how frequently you're contacted by and through LinkedIn.

## View and change your settings

The **Settings & Privacy** page allows you to manage your LinkedIn account settings and update your privacy and security settings, and set your preferences for how frequently you're contacted by and through LinkedIn. At the top of the page, you'll also see an overview of your account details, including your profile headline, number of connections, and what Premium accounts you currently have, if any.

The **Settings & Privacy** page is organized into four tabs to help you easily view and modify your account information, privacy preferences, ads settings, and communication notifications.

- Account tab allows you to manage your account settings, such as adding email addresses, changing your password or language, and other account management options.
- <u>Privacy tab</u> covers all privacy and security settings related to what can be seen about you, how information can be used, and downloading your data.
- Ads tab enables you to control the information that LinkedIn uses to show you relevant
  ads by adjusting your account's ads settings.
- <u>Communication tab</u> houses your preferences for how LinkedIn and other parties are able to contact you, and how frequently you'd like to hear from us.

#### To access this page:

- 1. Click the **Me** icon at the top of your LinkedIn homepage.
- 2. Select **Settings & Privacy** from the dropdown.