

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://collegeinfo geek.com/linkedin-summary-examples-for-students/>

How to set yourself up with a basic profile

1. Go to <https://www.linkedin.com/>
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

PHOTO: It doesn't have to be fancy - just use your cellphone camera in front of a plain background. Wear a nice shirt and don't forget to smile!

HEADLINE: Tell people what you're excited about now and the cool things you want to do in the future.

SUMMARY: Describe what motivates you, what you're skilled at, and what's next.

EXPERIENCE: List the jobs you held, even if they were part-time, along with what you accomplished at each. Even include photos and videos from your work.

ORGANIZATIONS: Have you joined any clubs at school or outside? Be sure to describe what you did with each organization.

The screenshot shows a LinkedIn profile for David Xiao. The profile header includes his name, title 'Econ Major and Aspiring Financial Analyst', location 'San Francisco Bay Area', and industry 'Financial Services'. His previous company is 'Berkeley Ventures' and his education is 'University of California, Berkeley'. The profile has 153 connections. The 'Background' section includes a 'Summary' where David describes his senior status at Berkeley and his interest in the financial industry. The 'Experience' section lists a 'Venture Capital Internship' at Berkeley Ventures from May 2013 to September 2013, where he conducted research on 20 startups and presented findings to the fund's board. Below this is a video titled 'INTRODUCTION TO VENTURE CAPITAL' with a description of a presentation given to classmates. The 'Organizations' section lists 'Berkeley A Capella' as a 'Lead Singer' from March 2012 to the present, where he schedules and performs at events for one of Berkeley's oldest cappella groups.

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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.
- [Privacy tab](#) - 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.
- [Communication tab](#) - 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.