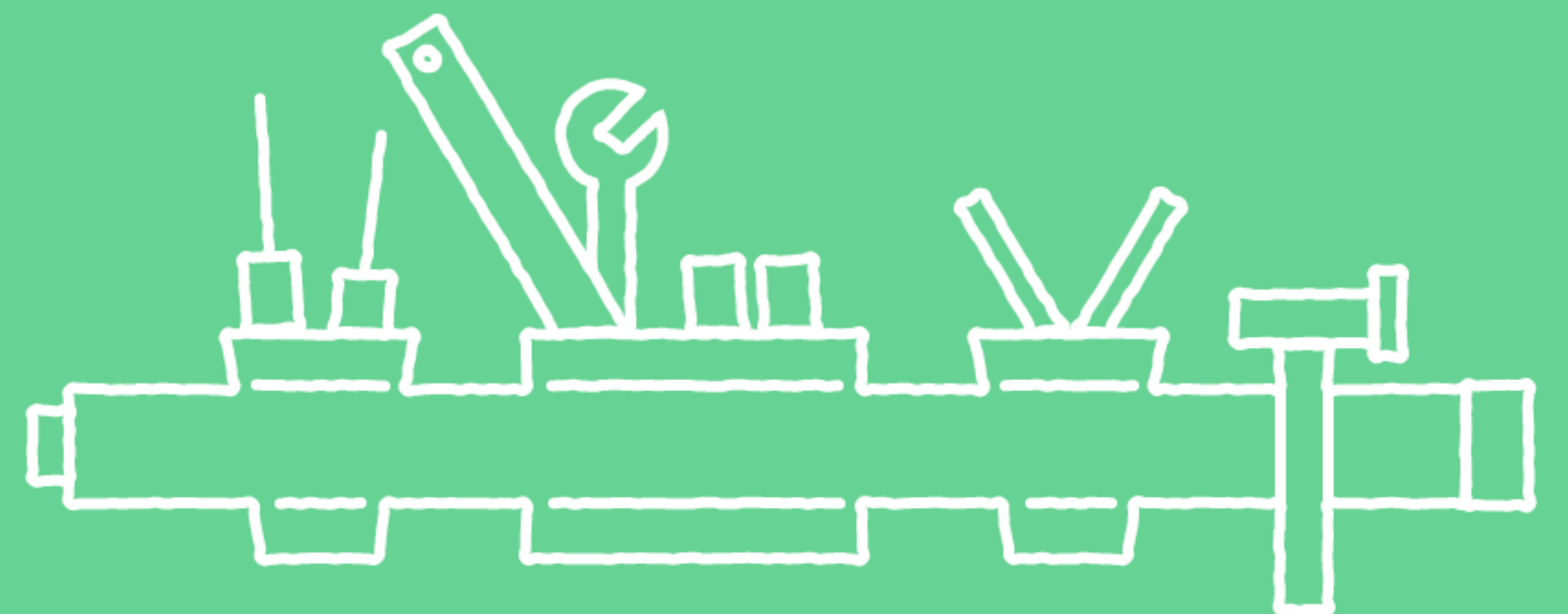


# Uptree Employability Skills

An 11 week programme to become more employable.





# How to use LinkedIn.

## Big Question

How can I use LinkedIn to professional showcase myself?

## Starter:

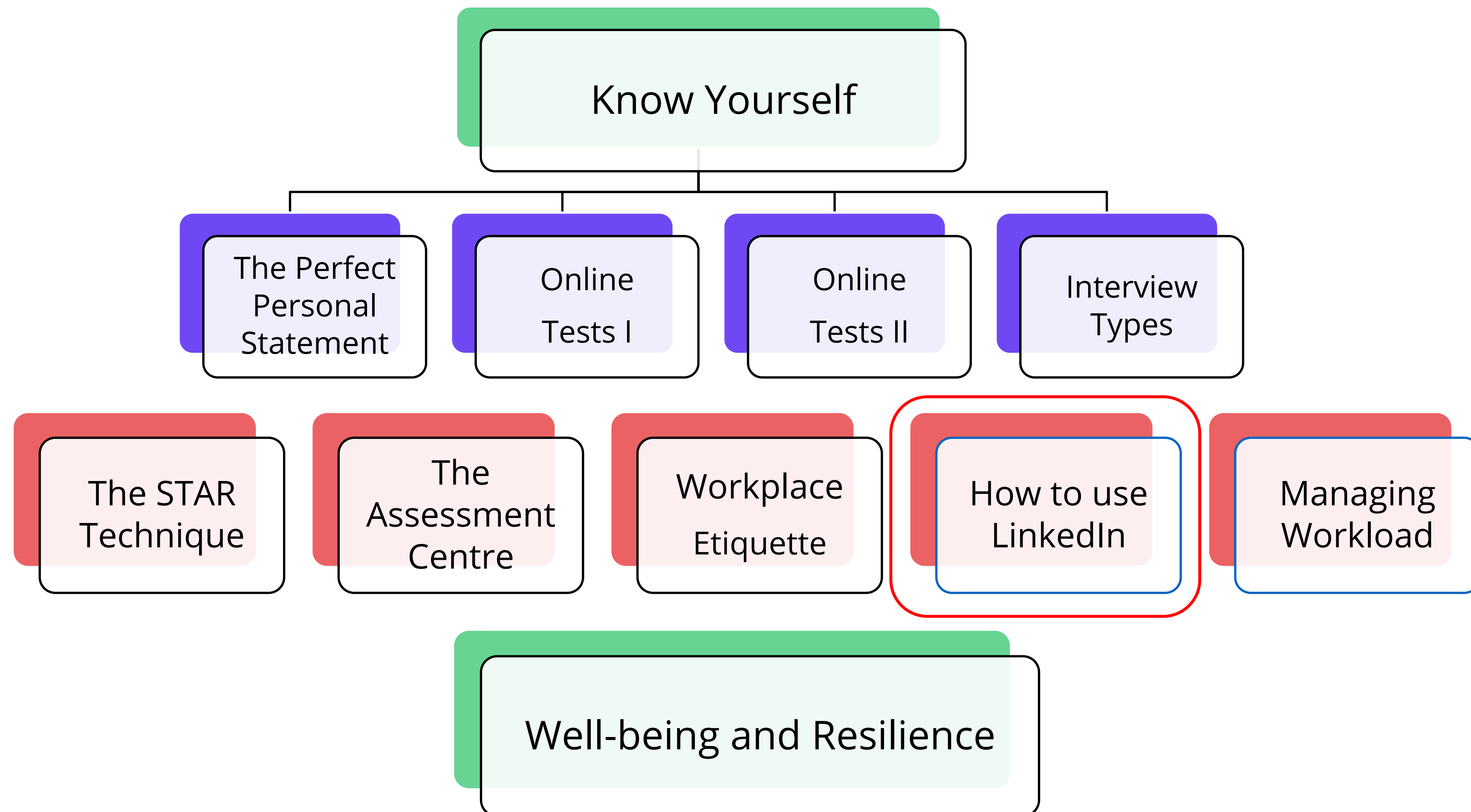
Find a copy of your CV or the personal statement you created in lesson 2.

If you don't have either, then write a quick list of all the work experience you have completed, any volunteering you have done and any activities you've taken part in (inside/outside school).





# Overview of the employability skills curriculum.



Aim: To create a professional LinkedIn profile and start to build my professional network.

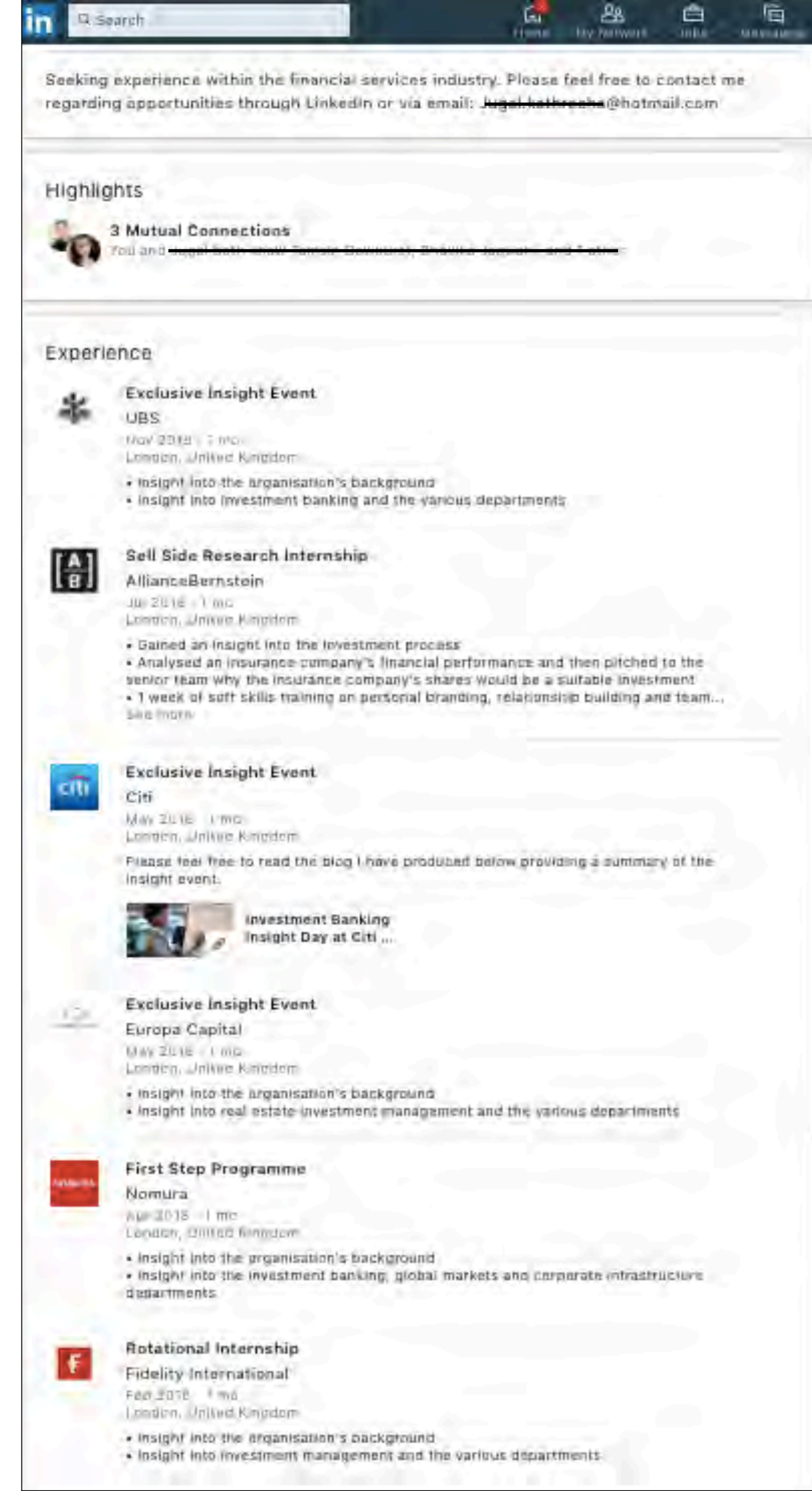
# Exceptional LinkedIn profile.

To the right is an example of an Uptree student who is rated one of the UK's Top 10 Most Employable Students →

He has listed every event he has been to through Uptree under 'experience', as well as any outside work experiences.

## Uptree top tips:

- Use a professional photograph – this should be of just you
- Have a simple summary at the top, such as,  
"Seeking experience within the X industry. Feel free to contact me regarding opportunities through LinkedIn or via email: name@gmail.com."
- Have a professional sounding email address, preferably without numbers as this gives away your age (eg. [bigman2002@gmail.com](mailto:bigman2002@gmail.com))
- Use bullet points to summarise what you did on the work experience.





# Setting up a LinkedIn profile.

Sign up to LinkedIn with your school email address and complete as much of the profile as you can.

You can use your generic personal summary from lesson 2 if you like or the usual,

*"Seeking experience within the X industry. Feel free to contact me regarding opportunities through LinkedIn or via email: name@gmail.com."*

Use <https://uptree.co/events/> if you need to find out the date of any work experience days you attended.





# Build a professional network.

LinkedIn is used by employers, recruiters, universities and charities to check out a candidate's online image, CV and interests.

Give yourself more chance of standing out in searches by 'following' companies in industries you're interested in and also commenting on articles (check your spelling and make sure your comment is professional).

## TASK

Link up with your friends from school.

Follow Uptree and 5 other companies of your choice.

Comment on an article on an industry of your interest.





# Peer review.

Review a peer's LinkedIn profile.


Make sure their spelling and grammar is flawless, they have used fascinating adjectives and that they have a good personal summary.



Can you answer our Big Question?

“How can I use LinkedIn to professionally showcase myself?”

List the steps you have taken to create an excellent online profile on LinkedIn.

A black Eames-style chair with a white sign on its seat. The sign has the text 'THINK OUTSIDE THE BOX' in blue, bold, sans-serif capital letters, arranged in three lines.

THINK  
OUTSIDE  
THE BOX