

UCFB



Work Experience Week

**Online Job Prospects
Workbook**

Task 1:

1. Think of a job you would like after you leave school
2. Choose a social media platform
3. Use one of the methods discussed in the presentation to try and find an opportunity

There may not be anything suitable today but you need to search regularly so you don't miss out!

Notes:

Task 2:

Do you have a LinkedIn account and is it up to date? Choose one of the following options and optimise your LinkedIn platform

I'm not registered

Create an account
Find a suitable picture
Start to complete the profile sections
Start to connect

I have an account

Update your profile
Link with fellow classmates
Search industry connections
Request endorsements from teachers/part-time jobs

Remember the following hints and tips:

- Choose the right profile picture and add a relevant background
- Turn your summary into a statement that represents you. This is your opportunity to show your personality and market yourself the way you want to be seen by industry
- Avoid generic buzzwords - Show you are different from the crowd, ensuring you stand out to recruiters
- Grow your network - Sync your account with your phone and this will give you suggested connections
- Be careful of spelling and grammar

Task 3:

Think about your brand. How do you want to be seen and who do you want to be associated with?

Find people to connect with using LinkedIn, Facebook and Twitter, remember you can follow companies as well as connect. This will open up hidden opportunities that are not advertised on standard recruitment sites.

Notes: