

Meet Guide #6:



Self Confidence - CV and LinkedIn

This week we're looking at the benefits of LinkedIn, ways to build an effective profile and writing CVs and cover letters.

If you have any questions, please get in touch with us in Microsoft Teams.



Why do I need a LinkedIn Profile?

There are lots of benefits to your mentee having LinkedIn:

Platform to highlight achievements

Make lasting connections

Impress potential future employers

Put you step ahead of other candidates

Get recommendations and endorsements

Drive their name to the top of Google search

Connect with people in their chosen field

Find job opportunities



Your Profile

Be sure to include the following:

- Former employers, school, college, university etc.
- Subjects of interest and achievements
- Any volunteering/work experience - and skills gained



Get Connected - Time to add each other!

Mentors - is there anyone in your LinkedIn network you can introduce to your mentee?



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LinkedIn Tips to Discuss

- Update your LinkedIn profile when you achieve something new
- Before adding something, you can ask yourself:
 - Is it relevant to what you are doing now?
 - Does it demonstrate a skill?
- Don't let your profile remain inactive.
- Use a proper, professional looking headshot (not cut out from a group pic). Action shots from events also work well.

Face to Face

- Before your interview, find out more about the job role and company
- Prepare some good stories relating to your CV.
- Print some copies of your CV to take in with you.
- Remember to dress for success, make eye contact and smile.

Phone

- You can have a cheat sheet in front of you throughout!
- Treat it like a face-to-face interview -- prepare your answers and practice saying them. Speak slowly and clearly.

Virtual

- Loungewear is a no-no!
- Find a quiet room with minimal noise and distractions.
- Sit up properly in a chair and (like any good selfie) you'll need good lighting!



Before you Finish...

You know the drill! Schedule your next session and remember to tag us in any social media posts.

