Circular No.110/2024-25   Date : 04 Dec, 2024

IN A WORLD WHERE CONNECTIONS, SKILLS, AND INFORMATION ARE VITAL FOR PROGRESS, LINKEDIN SERVES AS A POWERFUL TOOL FOR GROWTH, COLLABORATION, AND CAREER SUCCESS. (APPLICABLE TO CLASSES XI AND XII STUDENTS ONLY)

Dear Students,

Creating a LinkedIn profile as a school student helps build your professional presence early, connect with mentors, and explore career opportunities**.**

Here's a step-by-step guide tailored for students:

Step 1: Sign Up
1. Go to LinkedIn.
2. Create an Account:
   • Enter your first name, last name, email address, and password.
   • Click Join Now.
3. Verify Your Email: Open the verification email sent by LinkedIn and confirm your account.

Step 2: Add Personal Information
1. Enter Your Location- Include your country, city, and postal code.
2. Select "Student" as Your Current Status:
   • Specify your school and expected graduation year.

Step 3: Upload a Profile Picture
1. Use a Simple, Friendly Photo:
   • Clear background, smiling face, and neat attire.
   • Avoid group or casual photos.
   • Recommended size: 400 x 400 pixels.

Step 4: Write a Headline
1. Include Your Current Role:
   • Example: "High School Student | Aspiring Software Developer | Robotics Enthusiast".
2. Add areas of interest like "Future Engineer" or "Debate Champion".

Step 5: Write the "About" Section
1. Describe Yourself:
   • Mention your grade, school name, and key interests (e.g., coding, public speaking).
   • Highlight achievements like awards, club memberships, or hobbies.
   • Example:

"I am a Class 12 student at Bal Bharati Public School, Noida, with a keen interest in technology and innovation. I actively participate in robotics competitions and have won the inter-school Hackathon. I aim to pursue computer science and contribute to solving real-world problems."

Step 6: Add Your Education
1. Mention Your School:
   • Add the name, location, and dates (e.g., 2020 – Present).
2. Highlight Academic Achievements:
   • Include high grades, scholarships, or awards.

Step 7: Add Activities and Extracurriculars
1. List Clubs or Societies:
   • Example: Debate Club, Science Olympiad, Sports Teams, Student Council.
2. Describe Roles:
   • Example: "Head of the Robotics Club, organized two workshops on coding and programming for junior students."

Step 8: Add Skills
1. List Relevant Skills:
- Example: Public Speaking, Programming, Creative Writing, Team Leadership.
2. Use terms related to your field of interest.

Step 9: Showcase Projects
1. Include Personal or Group Projects:
- Examples: Science fair models, coding projects, art exhibits, or community service.
- Mention the objective and outcomes briefly.
- Example:
"Created a solar-powered water purifier for the school science fair, winning first place."

Step 10: Add Licenses and Certifications
1. Include Certifications:
- Examples: Microsoft Office Specialist, Google Digital Skills, online courses from Coursera or Khan Academy.

Step 11: Build Your Network
1. Connect with Friends and Teachers:
- Start with classmates, school alumni, and mentors.
2. Personalize Requests:
- Send a short note like: "Hi, I'm a student at Bal Bharati Public School interested in technology. I'd love to connect and learn from you."

Step 12: Follow Pages and Groups
1. Follow Schools and Organizations:
- Example: LinkedIn for Students, UNICEF, Google, and colleges you're interested in.
2. Join Relevant Groups:
- Participate in student forums, career development groups, or technology communities.

Step 13: Update the Contact Information
1. Add an Email Address:
- Use your school email or a professional-sounding personal email.

Step 14: Customize Your URL
1. Create a Simple URL:
- Go to Edit Public Profile & URL.
- Modify it to something like linkedin.com/in/your name.

Step 15: Stay Active
1. Post Regularly:
- Share achievements like certificates, competition results, or blog posts.
2. Engage with Others:
- Like and comment on posts related to your interests.

Step 16: Review and Update Regularly
1. Keep Your Profile Up to Date:
- Add new projects, achievements, or internships as you progress.

This guide will help you establish a strong foundation on LinkedIn, showcasing your skills and interests to create valuable opportunities in the future. Keep pace with changing times!

The above activity is be taken up with the consent of the parents.

Asha Prabhakar
(Principal)

Kindness, Resilience, Respect

Distribution
- Staff (via e-mail) for dissemination of information through BC Groups
- HM's/VPL
- School Website

WE STAND COMMITTED TO SDGs