



## EMPLOYABILITY 4 Digital Assignment (INTERMEDIATE)

### Title: Brand Me

**Focus Skill Development:** Self-management/Taking responsibility, Working effectively with other people, Business and customer awareness, Decision-making and Problem-solving, Initiative and enterprise, Communication and Literacy, Numeracy, Using ICT.

**Task:** Create a template for your covering letters and do a LinkedIn In Profile (<https://www.linkedin.com/>) and Visualize Me (<http://vizualize.me/>)

**Time Frame:** Aim to complete in around 1 week.

**Resource:** Use online resources and develop your profiles

Submit the links to your LinkedIn and VizualizeMe sites to [assignment@enterprise360.me](mailto:assignment@enterprise360.me). **Before you access another assignment.**

**Example YES Passport Update for this assignment (do not feel limited by this table it's a guide)**

YES Stamp	Examples
Self-management / Taking responsibility	I recognised the value of an effective profile and developed my profile to reflect my exiting skill base, I regularly updated it as I expanded my skills.
Business and customer awareness	Through engaging with my future, I was able to develop my profile in terms of who will be my future client.
Decision-making and Problem-solving	I have had to make decisions in terms of what skills are key and how to show these in my profiles.
Communication and Literacy	I had to word my profile carefully to ensure that it is professional and conveys my capabilities effectively to potential future clients for my skill base.
Using ICT	Using ICT on LinkedIn and VizualizeMe

**Reflection:** Think carefully of how you want to market yourself, think in terms of the Brand Me Concept.

**NB:** Do not feel limited by the table above, think about other skills this assignment has help you develop.

