

To use this email/tout, copy and paste it into a Google Doc or Microsoft Word document of your own, and then make your edits. It is important to come back to this source email/tout every time to ensure you always get the most up-to-date version.

Introducing client to LinkedIn writer ????

Separately, you will need to share info (via email and/or folder) with Maureen, and let her know you're doing that.

CC:

madeleine.hughes@slinuacareers.com

or

ailbhe.oloughlin@slinuacareers.com

Essential to BCC:

admin@slinuacareers.com

Subject for email:

Introduction

Hello ????,

Thank you for your payment. <<<Not used if it's a GPA client>>>>

The GPA have kindly given the go-ahead for the updating of your LinkedIn profile. <<<use this if we had to go to the GPA to get the go-ahead - i.e., if it wasn't originally included in the GPA instruction to us>>>

There are two steps for you to take now:

1. Please complete this short questionnaire: <https://bit.ly/slinua-linkedin1>
2. You need to then give our LinkedIn writer access to your account. It is possible that you have
3. two-factor authentication enabled on your LinkedIn account. If you have, we need you to turn this off for the period when our writer is working on your profile. Go here <https://www.linkedin.com/help/linkedin/answer/a1381088/turn-two-step-verification-on-and-off> to ensure you have it disabled. period when our writer is working on your profile.
4. Within the short questionnaire in Step 1 above, we ask you to what's app your password to my mobile, 0861260136. Even when the two step authentication is lifted, the LinkedIn profile owner may still asked for a code as the login is coming from an unknown device. For this reason, I have set up a what's app group, <<<< Name of Group >>>>, with yourself, <<<Coach>>>, and me for the purposes of getting the code you receive to ???coach name???? as quickly as possible. I will also WhatsApp you this email so we can get started as quickly as possible.

Use the note below if you are sending to a Hotmail address. In that case, you send from your Gmail account. Video on how to do that here: <https://bit.ly/2wYxKI5>

If you're not sending to a Hotmail account, remove this note each time.

PS: I am sending you this email from my work Gmail account as we sometimes have a problem with @slinuacareers.com emails sent to Hotmail accounts ending up in spam or junk.

Below is for HQ use only when we need to use this template

Still working on this