

About Me Page

This page should be your website's Home Page and be where people land when they first access your site.

GENERAL RULES:

- ***Keep it to 1 viewable page MAXIMUM - don't make people have to scroll***
- ***Single-spaced, size 11-12 font, font style should be consistent to other text on your site***
- ***3 paragraphs in a narrative style about yourself - described below***
- ***Include quick facts about yourself - contact information, skills***
- ***Include a professional picture of yourself***
- ***Left-align all paragraphs, use tables or columns to separate images or quick facts***

CONTENT RULES:

- **Pay attention to details! NO SPELLING ERRORS OR TYPOS!!!!**
- **Do NOT use contractions, ex. wouldn't SHOULD BE would not**
- **Do NOT use any abbreviations except for CA**
- **Remember to keep your content professional!!!! (No oversharing or "TMI" such as family hardships like divorce, money, personal problems, boyfriends or girlfriend information, etc.)**
- **Sell yourself! Show your strengths instead of your weaknesses. Stay positive!**
- **Say things only once instead of repeating yourself.**

CONTENT:

(Paragraph 1)

Career Goal:

Personal career goals (create an introductory sentence that will catch the reader's attention)

Plans for achieving goal

Explain why this is your goal/career choice

Insert a blank line in between each paragraph

(Paragraph 2 & 3)

The following content can be listed in the order you like best but should be divided into two paragraphs. Be sure to SHOW NOT TELL! If you say you have a specific skill; show the reader the experience you have that demonstrates the skill etc.

Strengths and personal qualities:

What characteristics/experience do you possess that relate to this career? Use the [characteristics list](#) to identify your characteristics that have been shown through your work experience, school, and/or extracurricular activities.

Important achievements: What are some of your major accomplishments from high school? /What activities have you participated in?

Your abilities and work skills: What have you learned about yourself from your experiences? (taking a difficult class, being on a team sport, being in a club etc.), If you have work experience, what have you learned from your work experience?

Conclusion:

Create a conclusion that ties all of your thoughts together, thank your reader for their time, and invite them to explore the rest of your site.

Common Mistakes to Avoid

- Principal's Honor Roll (caps and "pal")
- Club names are capitalized along with offices/positions held in the club (ex. Dublin High School Animal Club). Write out acronyms.
- Do not use "hard-working"!!! Be more specific by using the skills list
- Everyday and throughout are one word
- high school is not capitalized but Dublin High School is
- Capitalize a profession ONLY when referred to by the complete title, (ex. Registered Nurse instead OR nurse; Culinary Arts Instructor OR teacher)
- Capitalize official college degrees when spelled out (ex. Bachelor of Fine Arts but **not** bachelor's degree)
- A bachelor's degree or master's degree is acceptable in any reference (ex. She earned her master's degree in two years.)
- Capitalize a major when it appears as part of the degree. Lowercase major when it follows the word degree (ex. Bachelor of Science in Computer Science or She holds a Bachelor of Science degree in computer science).
- All abbreviations for degrees should be written without periods (ex. BS, MA, MBA)
- Do not capitalize school or college studies, fields of study, options, major subjects, except languages, unless a specific course is being referred to (ex. He is studying philosophy and English, Each student must meet core requirements in biological sciences and liberal arts, Colleges offer a curriculum in graphic arts)