

Personal Bio

This document is required from all those submitting Management Portfolios.

Placement:

- Prepare on one page, to precede your resume in your portfolio.
- It must also be included in your assessor sets that are tucked in the front portfolio binder pocket.

How it will be used:

- It may be used on the department website *Management News* page, along with your picture, if your portfolio process is selected as distinguished.
- It may also be used for publicity purposes with the Torch and your hometown paper.

Format:

Name

Parents Names, City(ies) of Residence: Sam and Helen Student, Smalltown, MA

Hometown Newspaper(s): Smalltown Dispatch, Street Address, City, State, Zipcode.

Bio Paragraph follows here, single spaced.

Sample Bio Paragraph:

(It starts with your full name. Every other mention of your name should use only your LAST name.)

Sally Student, from West Milton, Illinois, is a Wittenberg senior majoring in management with a concentration in marketing. She was a summer intern for KnownFirm Marketing Communications, where she worked on political and consumer packaged goods advertising and promotional campaigns. A Spanish minor, who spent last summer in Mexico, Student is also a member of Wittenberg's varsity volleyball team, which is ranked 6th in the nation. A presidential scholar, Student has worked retail for the past three years, and plans a management career in customer service, advertising, or public relations.

We would appreciate your submitting this document digitally on a CD. Just tuck it in the front pocket of your portfolio binder with your assessor sets.