The information captured on this worksheet is used to complete your profile on social networking sites. Complete as much of the information as possible **leave blank any information you don’t want included** in your profile. Email the completed worksheet to **dawntrenee@BeSocialWorldwide.com**

# Personal Information – Remember your profile is like your business card and makes the first impression.

|  |  |  |
| --- | --- | --- |
| **First Name:** |  |  |
| **Last Name:** |  |  |
| **Address:** |  |  |
| **City & State:** |  |  |
| **Zip Code:** |  |  |
| **Email:** |  |  |
| **Fax:** |  |  |
| **Ethnicity:** |  |  |
| **Gender:** |  |  |
| **Birth date:** |  |  |
| **Screen Name(s): Brand Yourself With An Obvious Username. This is something you can’t change later within an account, so get it right the first time.****Your username must have these characteristics:** **\* It’s obviously you** **\* It’s easy to spell** **\* It’s easy to remember****Your own name is the best username to have if it’s still available because it’s what people who know you already will search for. If your name is hard to spell or is too common, though, you’ll want to get a second account that fits the characteristics above.** |  |  |
| **Profile Headline: Create An Action-Based Headline if possible** |  |  |

# Your Business Information

|  |  |  |
| --- | --- | --- |
| **Company Name** |  |  |
| **Industry** |  |  |
| **Your Title** |  |  |
| **Company Website** |  |  |
| **Your Blog** |  |  |
| **Street Address** |  |  |
| **City / Town** |  |  |
| **State / Province** |  |  |
| **Postal Code** |  |  |
| **Country** |  |  |
| **Year Company Established** |  |  |
| **Number of Employees** |  |  |
| **Company Description (please limit to 150 words)** |  |  |
| **Company Products or Services** |  |  |
| **What makes you different than your Competition?** |  |  |
| **Describe your Ideal Customer (50 words or less)** |  |  |
| **Describe your Ideal Partner (These company types often refer your business)** |  |  |
| **Purchasing Information:****I expect to make a major purchase from the following Company Types in the next 3-6 months:** |  |  |
| **Other details about my business I would like you to know: (50 words or less)** |  |  |
| **Payments Accepted:** |  |  |
| **Keywords:** |  |  |

# Professional Experience

|  |  |  |
| --- | --- | --- |
| **Company Name**  |  |  |
| **Position Title** |  |  |
| **Website** |  |  |
| **Start Date** |  |  |
| **End Date** |  |  |
| **Industry** |  |  |
| **Company Size**  |  |  |
| **Description** |  |  |

|  |  |  |
| --- | --- | --- |
| **Company Name**  |  |  |
| **Position Title** |  |  |
| **Website** |  |  |
| **Start Date** |  |  |
| **End Date** |  |  |
| **Industry** |  |  |
| **Company Size**  |  |  |
| **Description** |  |  |

|  |  |  |
| --- | --- | --- |
| **Skills and Assets:** |  |  |
| **Professional Interests:** |  |  |

# About You

|  |  |  |
| --- | --- | --- |
| **About You:** |  |  |
| **Hobbies/Interests** |  |  |
| **Favorite Books:** |  |  |
| **Favorite Music:** |  |  |
| **Favorite Movies/Shows:** |  |  |
| **Favorite Quotes:**  |  |  |
| **I am an Expert in:** |  |  |
| **Top 5 favorite businesses:** |  |  |
| **Business Leaders you admire**  |  |  |
| **Relationship Status:**  |  |  |
| **Children:** |  |  |
| **Religion:**  |  |  |
| **How Religious:**  |  |  |
| **Political Leaning:** |  |  |
| **Drinking:** |  |  |
| **Smoking:** |  |  |
| **Height:** |  |  |
| **Hair Style:** |  |  |
| **Build:** |  |  |
| **Want:** |  |  |
| **Have:** |  |  |

# Education

|  |  |  |
| --- | --- | --- |
| **School Name:** |  |  |
| **Degree Received:** |  |  |
| **I started:** |  |  |
| **I finished:** |  |  |
| **Affiliations and Clubs:** |  |  |