

# BIO AND CONTACT PAGE INSTRUCTIONS

## For Your Website Portfolio

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### BIO/ABOUT PAGE

This page, which can be called “Bio,” “About Me,” or “About,” will likely have 2–3 paragraphs. It should be written in your own voice. It needs to contain all of the following:

1. A professional-looking high-quality photo (or illustration) of yourself. You can be creative here, as long as the image makes you look hire-able. As with images on all other pages, make sure this file size is small so it doesn’t take forever to load.
2. State that you are a graphic designer and, if it applies, you could say what your emphasis is: UX, identity design, etc. (You could also say that you are both an artist and a graphic designer, if you see yourself that way.)
3. Include that you graduated from University of Wisconsin-Parkside in May 20\_\_ with a major in Graphic Design (It’s fine to write this ahead of time; then, you don’t have to update it later). If you are not graduating this semester, simply say that you are a student majoring in Graphic Design at University of Wisconsin-Parkside. State or include a reference to where, in general, you live—either your city, or just say Southeastern Wisconsin.
4. State what you are looking for: i.e. graphic design job or internship, or freelance opportunities.
5. Describe what design skills you have (beyond that of software, which you’ll include next). How are you different than someone who merely learned the software? Examples: Creative problem-solving, typography, user experience design, etc. The ability to design projects “from concept to completion” is often listed as a requirement in job postings, as this indicates that you’re a designer, not just someone who knows software. You could mention this phrase in your description.
6. Which design software are you proficient in? List the Adobe applications you know well enough to use on the job.
7. Write a sentence or two about yourself personally: what interest or hobby do you have outside of school/work? You could also mention here if you have pets. Including something non-work-related like this not only personalizes you—making people feel comfortable contacting you—but also gives a potential interviewer something to ask about as a conversation-starter.

Optionally, you can include a link to a PDF of your resume. For safety, be sure to delete your phone number and address from this resume before you upload it.

See example later in this document.

## CONTACT PAGE

Place a contact form in this page. If you are using WordPress, you may want to install the plugin Contact Form 7. (We actually used this one in Web 1.) SquareSpace themes have a contact form built in, so you don't need a plugin.

1. Above the form, include a friendly phrase that invites the user to contact you. (It looks much better than just placing a form here on it's own.)
2. Avoid writing your email address directly on the website. Spam bots search the web for email addresses and then sell these to spammers. It is because of this that contact forms are now used instead of making your email address visible.
3. Do not put your personal phone number or address anywhere on the site. Be safe!
4. Test the contact form!

### **QUICK INSTRUCTIONS FOR CREATING A WORDPRESS CONTACT FORM WITH THE CONTACT FORM 7 PLUGIN**

1. Create a blank Contact page (Pages > Add New)
2. Plugins > Add New > Contact Form 7
3. Click Install, then click Activate
4. Find Contact Menu/tab in left dashboard panel and click on it.
5. See "Contact form 1" and its shortcode.
6. Click on "Contact form 1" or its edit button to edit its settings.
7. See 4 tabs. Click on the "Mail" tab, and ensure your correct email is typed here under the "To" field . Click Save.
8. You can edit the form's fields and the error messages under the other tabs.
9. Copy the shortcode highlighted in blue above the tabs, and paste it into the Contact page (the one you made in step 1) in a new block. WordPress will automatically turn it into a "shortcode" block. You won't see the form here in the editor, so...
10. Go to the browser and test your contact form and check your email to see if the message was sent.

For further help, use the "Getting Started" Directions from the plugin authors:  
<http://contactform7.com/getting-started-with-contact-form-7/>

Student example of About page.



## ABOUT

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Hi! I am a recent 2019 graduate from the University of Wisconsin-Parkside with a Bachelor of Arts in Graphic Design. I am currently seeking Graphic Design jobs from print layout to UX/website design. I am able to create designs from concept to completion. I am proficient in Adobe Illustrator, Photoshop, InDesign, Dreamweaver, and Invision. I am also comfortable working with HTML & CSS.

In my free time, I create Lake Michigan beach glass artwork and jewelry. I have an active Etsy shop and also enjoy selling my work at local craft fairs.

Contact Me

Student example of Contact page.

## Contact

**Say hello!** If you like my work why not contact me for your next project? I'm always looking for inspirational projects in which I can help find solutions or create beautiful imagery. So send a message, and let's discuss!

Name \*

First Name

Last Name

Email \*

Subject \*

Message \*

SUBMIT