

Fair Shake's Personal Web Page is all about you, and will only include the information that you want to share with people who visit your page. Only a few fields are required, and if you decide not to fill the other fields, they won't appear on your page as blank- they just won't appear at all. This document is here to remind you of what the questions are, and is never submitted to us.

## Personal Info

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The only required information on your Personal Web page is your full name and Public Password, to allow visitors to view your page.

The other simple information you can choose to include is your current address, your birthday, personal references (as many as you want), and a phone number.

None of the information below is required, but could be helpful for an employer or property manager to read your answers and begin to get a better understanding of you.

### About me

**Interests**

**Hobbies**

**Favorite Quotation**

## Work/Experience

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**Work Experiences** (as many as you want)

Include Company Name, Your Job Title, First and Last Year Employed, and a Description.

## Work/Experience (continued)

**Skill Sets** (as many as you want)

Include Type of Skill and the Specific Skill

**Special Recognitions** (as many as you want)

Include a Description of the Recognition

## Education

**Education** (as many as you want)

Include Type of Education, Name of Establishment, Years Attended, and a Description.

**Training** (as many as you want)

Include Type of Training, Year Started and Finished Training, and a Description.

Add as many **Photos** as you can fit in your 100MB. Maybe you want a picture of yourself doing something you enjoy, or a professional looking profile photo. You may even want to include photos of family to let someone visiting your page get to know you better. Photos get a Description comment with them.

Add as many scanned certificates or **Documents** you can fit in your 100MB. These may include Identification, Commercial Drivers License, Letters of Recommendation, Resumes, Certificates, Diplomas or anything you can think of! These documents get a description as well.