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Founder and Senior Editor**

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**PROFESSIONAL BIO QUESTIONNAIRE**

Thank you for purchasing The Essay Expert's Professional Bio writing service. Please provide the following information so we can get started. We will also be conducting an interview to get a sense of who you are as a person before we start writing. We look forward to working with you!

**PERSONAL INFORMATION**

|  |  |
| --- | --- |
| **Full Name** |  |
| **Street Address** |  |
| **City, State & Zip** |  |
| **Home Phone** |  |
| **Mobile Phone** |  |
| **Email Address** |  |
| **LinkedIn Profile Address** |  |
| **Current Occupation** |  |
| **Current Industry** |  |

**BIO INFORMATION**

1. What is your goal with your professional bio? Who is your target audience?
2. How did you get to where you are professionally?
3. What are your top 3 accomplishments in your career/professional life?
4. What is the most important thing you want people to know about you (and/or your company)?
5. How do you stand out from the person next to you who does the same thing?
6. What tone do you want to come across in your bio? Do you prefer 1st person (I/me) or 3rd person (he/she)?
7. Are there any limitations we should know about based on your profession or company policy?
8. Are there any personal, yet professional details you want to share in your bio?
9. Please list any honors and awards you might want to mention in your bio.
10. Anything else you want to add?

**DOCUMENTS**Please include your current bio, resume, and other relevant documents when submitting this questionnaire.

**SCHEDULING**Your availability for an interview (30-45 minutes). Please provide at least three (3) choices and indicate what time zone you are in.

**NEXT STEPS**

Thank you for taking the time and energy to complete this questionnaire.

**Please send your completed questionnaire to:**

* [BrendaB@TheEssayExpert.com](mailto:BrendaB@TheEssayExpert.com)
* COPY (cc) [TEESupport@TheEssayExpert.com](mailto:TEESupport@TheEssayExpert.com).

Once we have your completed questionnaire, we will assign you to a writer who is the best match for your career field and level. The writer will reach out to you to set up an interview. Once we have all the information we need, including answers to any follow-up questions, we will have a first version of your bio to you within 10 to 14 business days.

If you have any questions or want to work through these questions by telephone, please contact The Essay Expert at [teesupport@theessayexpert.com](mailto:teesupport@theessayexpert.com) or 718-390-6696.

Please note that in our [Terms of Agreement](https://theessayexpert.com/terms-of-agreement-for-professional-bio/), we request that you submit your edits or request an extension within 3 business days of receiving your completed initial document or final document. If you request edits after 3 business days, additional hourly charges will be incurred. Also, we have a 10-business-day overall editing window. This serves both you and us because projects are completed in a timely manner and won’t drag on unnecessarily. Requests made after 10 business days will incur additional hourly charges, unless other arrangements are made.

Also please be aware that if you delay completion of your questionnaire or scheduling of your interview for 30 days or more, and wish to proceed with your project, you will be charged any price increases that have been implemented since your initial purchase. We understand that extenuating circumstances arise, but we request that you start your project within the prescribed time. After six (6) months, if we have not received your questionnaire or you have not scheduled your interview, and you wish to restart your project, you may do so for a 35% restart fee. Once you pay the difference in price in addition to any appropriate restart fees, we will proceed with your project as per these terms of agreement. If after one (1) year, we have not received your questionnaire, you will forfeit your package and will be asked to repurchase the service if you would like to work with us.

Thank you in advance for submitting your questionnaire and being a loyal client of The Essay Expert. We look forward to making you look *great* on paper!

Sincerely yours,



Brenda Bernstein

[**TheEssayExpert.com**](file:///C:\Users\brendabernstein\Dropbox\VA%20-%20Frequently%20Used%20Files\Questionnaires\TheEssayExpert.com)

