

Writing a Bio You Will Want to Share with Others

As you start writing the perfect bio, keep in mind, it is important to be concise and be authentic. The point of bios is for people to get to know the true you, so be prepared to brag, but don't over exaggerate.

Most bios are short, under ten sentences, but sometimes it is easier to jot down your answers to questions and then review how all of it ties together in a concise and meaningful way. Below are some questions to get you started:

Professional Bio Template

Name & current job title? _____

What training and education have you completed and what did you gain from those experiences?

What is your previous work experience and what did you gain from those experiences?

How did you end up in the career your are currently in?

What professional organizations are you associated with and in what ways (member, board, treasurer)?

What career successes are you most proud of having accomplished?

What do you like about your current job?

What are three words your colleagues would use to describe you?

Do you have any skills or talents that most people don't know about?

How does your job use your skills and talents?

What new skills have you learned in the last year?

Personal Bio Template

What is your personal mission statement?

What would others say are five of your personality pluses?

Finish this sentence. When not working, you can usually find me...

What are the five most interesting things you have done or that have happened in your life?

What are a few of your daily habits?

What are some causes you care about?

What did you want to be when you grew up?

What goal(s) do you hope to accomplish in the next year? In the next five years? Before you die?

Need help creating a bio format for your team? Our copy experts can help. Give us a call anytime or check out our blog to learn more!

