



How to Write a Short Professional Biography

The most effective online bios are both professional and concise. Here's how to write a short bio that suits your website or brand:

- Introduce yourself
- State your company or brand name
- Explain your professional role
- Include professional achievements
- Discuss your passions and values
- Mention your personal interests



PROFESSIONAL BIO TEMPLATE

As you go through the steps on how to write a bio, this handy template will help you get started:

Sentence 1:

[Name] is a [job title] who [job description].

E.g., Jane Smith is an English teacher who teaches beginning to advanced literature courses for 10th and 11th grade students at Rondebosch High School.

Sentence 2:

[Name] believes that [why you do the work you do].

E.g., Jane believes that written and analytical skills are not only a fundamental part of academic excellence, but are also the building blocks of critical thinking in high school and beyond.

Sentence 3:

Name/pronoun] has [mention your achievements].

E.g., In addition to managing the English curriculum for the school, she runs an after school program where she works one-on-one with students.

Sentence 4:

[Name/pronoun] is a [mention any relevant awards, training or honors].

E.g., She has also been nominated Teacher of the Year for two consecutive years.

Sentence 5:

[Name/pronoun] holds a [insert degree] in [field of study] from [university].

E.g., Jane holds a BA in Creative Writing and a Master's Degree in Teaching from the University of Cape Town.

Once you've filled in this template, put it all together into a single paragraph to create an initial framework for your professional biography. Note that you can shorten or expand upon this bio according to your unique needs.