

Personal Bio Template

Usage Rules of Thumb:

Linkedin:

Written in 3rd person, stay under 150 words or about 4 -6 sentences.
This is a great version to share if you need to submit a bio for anything.

Website:

Written in 3rd person. Here is your longest opportunity but be reasonable – strive for the most succinct way to tell your story.

Resume:

Written in 3rd person, passive. This is my preference as it seems less like “selling” and more informative. Stay under 115 words.

Template:

[Name] is a [positioning] who works with [who you help] to [how you help them].

[First name] [knows/believes] [what you know/believe about the work you do].

[First name] has [landed/secured/garnered/worked at/supported] [insert your most compelling experiences and wins]. This can also be about your areas of passion, the impact you want to have on the world.

[First name] is a [trained/certified/awarded] [insert relevant trainings, awards, honors, etc].

[First name] holds a [insert degree] in [insert area of study] from [insert university].

