

HOW TO WRITE A BIO

A GUIDED WORKSHEET

STEP 1 - AUDIENCE + PURPOSE = TONE

Who is your AUDIENCE?

Who will be reading this bio?

What is the PURPOSE of this bio?

Why are you writing it?

What TONE is appropriate?

Based on your previous answers, what should your writing style be?

STEP 2 - HIGH POINTS

Relevant Experience

Industry experience for 5 years, previous job responsibilities, trainings you've attended or certifications or degrees you've earned

1.

2.

3.

4.

5.

STEP 2 - HIGH POINTS (continued)

Personal Tidbits

You have lived in the area your whole life, you like dogs, enjoy long walks on the beach

1. _____

2. _____

3. _____

4. _____

5. _____

Something Extra

Your business philosophy, your commitment to supporting a local charity, why or how you got started this field in the first place. This is where you can really let your personality shine!

1. _____

2. _____

3. _____

4. _____

5. _____

STEP 3 - MAGICAL WRITING DUST

Choose items from STEP 2 to complete the layout and write a sentence about each item. Then make sure each sentence is different from the sentence before and after the one you're working on. Feel free to combine items into a single sentence.

Example:

1. 5+ years experience in sales

I have been in sales for more than five years.

Intro Section

1. _____

2. _____

3. _____

Experience Section

1. _____

2. _____

3. _____

4. _____

5. _____

Conclusion

1. _____

2. _____

3. _____
