



Crafting a Professional Bio Worksheet

A professional bio is a short, well-written summary of a person's work history and achievements that can be used on resumes, websites, LinkedIn, and in other professional places. Think of your professional bio as a quick snapshot of your career to show others what you're good at and what you've achieved. Use the worksheet below to quickly and easily make your professional bio!

ANSWER THE FOLLOWING QUESTIONS

1. What is your name?	
2. What is your current title/role and company or organization? If you are not currently employed, please leave this blank.	
3. How do you help others (e.g., parents/caregivers or children, clients, your organization, etc.) within this role?	
4. What are a few key responsibilities you have in this role?	
5. How does your role in your organization help your organization achieve its mission?	
6. What is the most important experience, accomplishment, or skill learned in your current role?	

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7. What roles, if any, did you have before your current role? List a few here, including the name of the company/organization.	
8. Did you have any important accomplishments or skills learned in that role?	
9. Has the work you have done in your role received any awards?	
10. What is a professional goal you would like to achieve?	
11. Do you have any relevant training, awards, honors, etc.? List them here.	
12. Do you have a degree or certification?	<input type="checkbox"/> Yes <input type="checkbox"/> No If you answered yes: In what field is the degree or certification? <hr/> From where did you obtain the degree or certification? <hr/>
13. Are you/were you a member of any professional organizations, societies, or associations?	<input type="checkbox"/> Yes <input type="checkbox"/> No If you answered yes: What were they? <hr/> Did you have any major leadership roles or contributions within these groups? <hr/>
14. What do you like to do outside of work (e.g., any hobbies or interests)?	<hr/> <hr/> <hr/>



THEN PUT IT ALL TOGETHER!

Fill in the answers below, coordinating the number in the template with the answers to the questions above.

PARAGRAPH 1:

[Answer 1]

is a [Answer 2]

[He/She/They] [Answer 3]

[He/She/They] does this by [Answer 4]

[Answer 1]

[knows/believes] [Answer 5]

PARAGRAPH 2:

In [her/his/their] current role at [Company Name]

[Answer 1]

has [landed/secured/garnered/worked at/supported/
mastered]

[Answer 6]

Because of [his/her/their] [hard work/dedication/etc], [He/She/
They/Company Name] has [received/been awarded] a

[Answer 9]

Previously, [Answer 1]

worked as [Answer 7]

at [Answer 7]

PARAGRAPH 3:

[Answer 1]

is [trained/certified/awarded] in [Answer 11]

[He/She/They] holds a [Answer 12]

in [Answer 12]

from [Answer 12]

[Answer 1]

is [working towards/studying/planning to]

[Answer 10]

PARAGRAPH 4:

[Answer 1]

is also a [member of/board member of/participant in/etc.]

[Answer 13]

where [he/she/they]

[Answer 13]

PARAGRAPH 5:

When [he/she/they] is not [version of Answer 3]

[Answer 1]

can be found/enjoys]

[Answer 14]

[EMAIL ADDRESS]

[PHONE NUMBER]

