

Template For Writing A Biography

Template For Writing A Biography - Free Fill-In-The-Blank Bio Templates for Writing a Personal or Professional Bio. One way to make this dreaded task easier is to use a fill-in-the-blank biography template. When you use the templates provided below, all you have to do is choose one or two sentences from each of the four categories and add your details.

Personal Biography Template. A personal biography is a short account of who you are, your credentials and your notable accomplishments in life. Personal bios ought to be short, precise and relevant to your target audience. The use of personal statistics such as hobbies or family should be avoided. Begin writing your bio with your first and last name. Mention any associated brand name you might use. State your current position and what you do. Include at least one professional accomplishment. Describe your values and how they inform your career. Briefly tell your readers who you are outside of work.

The Template. Alex Honeysett is a Brand and Marketing Strategist who partners with CEOs, executives and solopreneurs to grow their personal and professional brands, human-to-human. After spending nearly a decade working in PR and marketing for multimillion dollar brands and startups, Alex knows what truly drives conversions, sold-out launches,...