

## Personal Bio

### Overview

Your personal bio is the first introduction to who you are, what you do, and what you're interested. What you choose to highlight may play a role in others deciding to follow you, call you in for an interview, or invite you to participate in an event. It's an opportunity for you to—in a few lines—showcase your work, competence, and areas of expertise. In short, it's the first look at your personality. Your personal bio should summarize who you are and what you do in a way that's compelling to job seekers, potential clients, colleagues, and influencers all at once.

### Resources

- 11 Tips on How to Write A Personal Biography + Examples:  
<https://brandyourself.com/blog/how-tos/8-tips-on-how-to-write-a-personal-biography/>
- Guide to Writing a Bio (With Examples):  
<https://www.indeed.com/career-advice/career-development/guide-to-writing-a-bio-with-examples>
- How to Write an Online Bio — With Short, Professional, and Other Bio Examples:  
<https://www.grammarly.com/blog/how-to-write-bio/>
- How to Write a Personal Bio:  
<https://www.wikihow.com/Write-a-Personal-Bio>
- How to Write a Short Bio About Yourself:  
<http://smallbusiness.chron.com/write-short-bio-yourself-57289.html>
- How To Write A Short Professional Bio:  
[https://youtu.be/ecw\\_ugVd81k](https://youtu.be/ecw_ugVd81k)
- The Professional Bio Template That Makes Everyone Sound Accomplished:  
<https://www.themuse.com/advice/the-professional-bio-template-that-makes-everyone-sound-accomplished>

### Assignment

Write your elevator speech in the space below – up to 30 seconds, 90 words, or 10 sentences maximum.