

Your Personal Bio



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What is a “Bio”?



A Bio is a short 1 - 2 paragraph
summary
of
YOU

WARNING: This might be one
the most difficult
assignments/tasks you have
faced



Writing a bio not only requires polished
and developed writing skills, but it also
requires intricate self - analysis

...and professional and effective
presentation of that analysis



How do You Begin Writing a Bio?



Formulating this →
Has helped tremendously!

**Review your current
Individualized
Learning Plan**

What Do We Mean by “Effective” with regard to Presentation



- ❧ This 1 – 2 paragraph document will represent and “market” you as a first impression.
- ❧ This is your personal brand marketing tool.
- ❧ You want it to be effective by:
 - ❧ Grabbing the reader
 - ❧ Making the reader want to read more (or actually have the pleasure of meeting you)
 - ❧ Providing honesty

Guide to Writing Your Personal Bio



1. Introduce yourself as though the readers of your Bio have never met you: Start With Your Name
 - a. immediately state where you are in school (OMS 1, 2, etc.)
2. Describe your most recent accomplishments
 - a. Don't list them – describe them
3. Write in the 3rd Person
 - a. People will describe you via your bio using 3rd person
 - b. A good bio does not read as “I am a 3rd year medical student at PNWU”. A good bio reads as “John Doe is a 3rd year student at PNWU”.

Bio Writing Guide.....



4. Include your contact information
 - a. This is customarily placed at the end where it is easy to find

5. Get feedback
 - a. Have 2 or 3 friends read it and summarize your bio verbally - asking them to summarize the emphases of your bio

6. Keep it current
 - a. You are continuously moving forward and your bio should reflect that fact

Bio Writing Guide.....



7. Promote some of your most meaningful clinical experiences

8. Personal Information can include the following
 - ❧ Area of residence
 - ❧ Whether you are married and have children
 - ❧ Pets
 - ❧ A personal quote or motto (closer to the end)

Overall Goal of Writing Your Bio



9. Your personal bio should be not be more than 2 paragraphs (with 4 – 6 sentences per paragraph) using normal page margins and spacing
10. Your bio should seek to address the following 5 questions, as you write, keep these questions at the forefront and be sure those you ask to critique your bio can answer these questions after reading your writing:

1. Who am I?

2. How can I help you?

3. How did I get here?

(in other words, know what I know).

4. Why can you trust me?

5. What do we share in common?