

Building Your Bio

There is a lot to remember when building a professional bio. Treat this worksheet as a mental download of your professional career and achievements. It may be helpful to go through this exercise with a trusted friend who is familiar with your work and volunteer experiences.

1. List any schooling you have received and completed.
2. Write down any additional certificates, trainings, or continuing education you've completed.
3. Have you taught any courses or training programs?
4. What professional organizations are you a part of (past and present)?
5. Have you served on a board, or do you currently serve on a board or committee?



6. List and describe the jobs you have held. Include high-level information and responsibilities about each position.

7. What volunteer positions do you hold or have held? Briefly describe the role of each volunteer position.

8. What type of freelance, pro-bono work, or consulting have you done over the years?
(Remember, no job is too small!)



9. List and briefly describe some of the high-level tasks you were in charge of because of your specific strengths.

10. Have you ever managed a team of people? If so, ballpark the number of people you were responsible for and a few projects you successfully oversaw in this leadership role.