

## Overview

You will write a professional biography, also known as a personal overview statement, to be posted on your web site. The biography is used by potential employers to learn more about you, and as such will be formal in nature.

## Content

Your biography should include the following information:

- Your name
- Your profession
- Your most relevant experience and/or education
- Any professional certifications (e.g. Ph.D. or Professional Engineer Certification)
- Awards and honors received
- Research Grants or Publications
- Personal information (optional, and only if it is impressive or interesting)
- Contact information

## Form

Points to remember:

- Always write in the third-person (e.g. use your actual name and the pronouns “he/she,” and the possessive pronouns “his/her,” **not** the first-person pronoun “I,” and the possessive pronouns “my/mine”).
- Be brief and concise. Your bio will probably be no longer than one paragraph and certainly not more than a page in length.
- While your professional overview is a formal document, try not to be bland. Potential employers read your bio to learn relevant information about you, yet they also want to get a feel for who you are.
- Spelling, punctuation and grammar must be perfect.

## Professional Biography Grading

- 1) Form
- 2) Content (the information included in the document)
- 3) Spelling, punctuation and grammar