**BIOGRAPHY**

1. **Introduction**

Name: Start with your full name.

Current role or professional tagline: Identify your current position or what you're known for.

Location: Mention where you are based.

**Example:** Jane Doe is a leading cybersecurity expert based in San Francisco, California.

1. **Background**

Origin: Provide information about where you grew up, where you're originally from, or your cultural background if it's crucial to who you are.

Education: Discuss any educational credentials that are important to your bio.

**Example:** Originally from Boston, Massachusetts, Jane holds a Master's degree in Computer Science from MIT.

1. **Career Journey and Achievements**

Career progression: Talk about your journey—how you started, how you got where you are, any pivotal moments.

Achievements: Highlight key accomplishments in your career, major projects, or notable clients. Keep it results-focused.

**Example:** Jane started her career as an intern at XYZ Corp, rapidly advancing to a team lead position due to her innovative thinking and exceptional problem-solving skills. Under her leadership, her team successfully thwarted a series of potential cyber attacks.

1. **Current Role**

Position and responsibilities: Explain your current role, what you do, and perhaps any special projects you're working on.Skills and strengths: Highlight your unique skills, talents, or experiences that make you stand out.

**Example:** Currently, as a cybersecurity consultant at ABC Solutions, Jane oversees the security policies of numerous high-profile organizations, ensuring their systems are impenetrable to threats. Her specialized knowledge in encryption and intrusion detection systems sets her apart in the field.

1. **Personal Life (optional)**

Hobbies or interests: If it's appropriate and adds something to the bio, feel free to include some personal details about your life outside of work.

**Example:** When she’s not safeguarding networks, Jane enjoys exploring the Californian wilderness and volunteering at her local animal shelter.

1. **Contact Information or Next Steps**

Contact: Tell the reader how they can get in touch with you or learn more about your work.

Call-to-action: This could be checking out your latest project, reading your blog, scheduling a consultation, etc.

1. **Third Person Pronouns**

Remember to write your bio in the third person. It makes it easier for others to use your bio in a professional context and it allows the text to speak for you, rather than appearing as though you are speaking about yourself.

This is a pretty comprehensive template, but remember, it's most important that your bio fits you. Make sure it's a bio that you feel represents who you are and what you've done up to this point in your life and career.