**PROFESSIONAL BIOGRAPHY**

1. **Opening Statement**

Start with your current role and the name of your organization. It's often most effective to write in third person.

**Example:** "[First name] [Last name] is currently the [Job Title] at [Company Name]..."

1. **Professional Background and Achievements**

Describe your work history and most notable accomplishments in reverse chronological order. You may want to include:

* The name and type of organizations you've worked for (industry, public/private, size)
* The roles you've held and your main responsibilities
* Key achievements or projects you’ve worked on
* Any promotions or recognitions you've received

**Example:**

"Prior to [Company Name], [First name] worked at [Previous Company] as a [Job Title], where she spearheaded... Her efforts led to..."

1. **Education and Credentials**

List any relevant degrees or certifications you hold. This could include:

* Undergraduate/graduate degrees and the schools you attended
* Continuing education courses or certifications
* Any professional designations you've earned

**Example:** "[First name] holds a Bachelor’s/master’s degree in [Field] from [University Name]. Additionally, she has attained certification in..."

1. **Skills and Specializations**

Highlight the skills and areas of expertise that make you stand out. These might include:

* Technical skills or tools you've mastered
* Languages you speak fluently
* Specialized knowledge or expertise you have

**Example:** "[First name] is proficient in... She has an in-depth knowledge of... Her specialized skills include..."

1. **Personal Details and Hobbies (Optional)**

If appropriate, you may want to share a bit about your life outside of work. This could help make your bio more relatable and engaging.

**Example:** "When not at work, [First name] enjoys... She also devotes time to..."

1. **Contact Information**

Finally, include the best way to contact or connect with you.

**Example:** "For further information or to connect, you can reach [First name] at [Email Address] or find her on [LinkedIn/Twitter/other professional platforms]."