

Professional Biography: Building Blocks

Referencing the instructions and examples from *The Ultimate Career Guide*, use the template below to jump-start your writing, and then feel free to rewrite and fine tune until you have something that works well. Your Professional Biography should fit easily onto one page.

_____ is a _____ with extensive experience in _____.

Most recently, _____. (Your Name)'s specific areas of expertise are: _____.

In addition, _____
_____.

Career highlights include:

Some areas of significant accomplishment include:

* _____
* _____
* _____
* _____
* _____

Throughout his/her career, _____ has always been known for _____.

He/She has... _____

With major interests in _____, _____, and _____, (Your Name) enjoys all aspects of his/her lifestyle. _____ graduated from _____ with (academic highlights).

Using the results of this exercise, fine-tune and write your final Professional Biography on the next page.

