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Biography format example

At least once in your life, you will be required to write a biography either for school requirements or writing for fun. You may find it a challenge but surely, it will be something that will interest you because you will learn a lot about someone by writing a biography. You can also view free writing samples. **Sample Biography & Business Writing Sample:** Is this your first time writing a biography? Do you need to refresh your memory on how to make a good one? We are here to help you! We have some guidelines that you can follow easily and we also have some biographical samples that would be a great reference to give you a good idea of what you should include in your biographical writing. If you are ready to learn more about biographical writing, then you should definitely continue reading this article. **Come!** **Basic Biography Example File Format Size: 81 KB Download Biographical Example in PDF Details File Format Size: 106 KB Download Biography Sample to Download Detail File Format Size: 80 KB Download Biography Print Detailed Sample File Format Size: 52 KB Download Sample Biography Short File Format Size: 41 KB Download Sample Student Biography Form File Format Size Details: 131 KB Download Autobiographical Sample File Format Details File Size: 10 KB Download Sample Biography in PDF File Format Details Size: 533 KB Download How to Write a Biography? When it comes to writing a biography, it can be a fun and challenging task at all. You might write a biography for a class paper or you might as well write it to practice your writing skills. Once you've had a good idea of who you're going to write, do in-depth research on him and start writing a biography. You may also like biographical report templates. In this section of our article, we'll allow you in the guidelines on how to write a biography. **1. Researching the Research Subject of Your Biography,** when it comes to biographical writing, is very important. You want to make sure that you will be able to straighten out all your facts and that you don't want to miss a single detail about your subject. Here are some tips on how you can make proper research on the subject of your writing. You can also see useful writing templates. Permission. You should ask to make sure that your subject is okay with you writing about his life. You can request permission directly by arranging a meeting with your target subject or you can send an official letter or email to the subject asking for it to be the subject of your biographical writing. However, if your target subject is no longer alive, you clearly don't need to ask permission to write about them. **Prioritize primary sources.** The main sources will include books, letters, articles, and of course, interviews. You can find written sources from libraries and even the Internet. Research as much as you can about the subject. Subject. may also see a sample of book writing. **Interview.** When it comes to interviews, you should make sure that you can interview the subject directly if possible. You can also choose to interview people close to the subject. Prepare your interview questions ahead and bring a device capable of recording the conversations you have with the subject or people close to them. Don't be afraid to ask for multiple interviews until you get all the information you need for your writing. Feel the history of the subject. To gather some additional information about the subject, you can visit several places relevant to the subject to get a better feel of its history. By being where the subject has been, you can get an idea of how the subject has felt. You can also check the sample & speech writing template. Create a timeline of the subject. By utilizing the timeline template, you will be able to easily map out what the chronological order of events is in the subject's life. You can highlight the year of a major event or moment by using the timeline. You can check out the **Biographical Timeline Examples** to get a great, high-quality timeline template hold. **2. Start Your Biography Now** that you have done your research, it is time for you to start writing that biography. See the tips we have for writing a biography. **Write in chronological ways.** You should start with the birth and childhood of the subject, followed by adolescent years and adulthood. Be sure to focus on the most memorable moments and achievements of the subject during his life and include information about his death if the subject is no longer alive or what his future plans are if the subject is still alive. You may also like scripting samples. Start with your main idea. Introduce the subject correctly. For example, if your subject has made a big impact on reducing the community's carbon footprint, you can introduce it like: John Smith, an environmental lover, has managed to reduce Community A's carbon footprint by 85% in 2009. Since then, he has led 20 more communities by reducing their carbon footprint and making the world more environmentally friendly. Take advantage of flashbacks. Use flashbacks as a means to successfully discuss the achievements of the subject in the past. Flashbacks should be written in detail and should also discuss everything appropriately. If you're moving from the current setting to a flashback, make sure your transition statement keeps everything flowing smoothly. You can also view a sample writing summary & Template. Talk about achievements and achievements. By talking about these things, you give your reader a sense of what the subject considers to be important moments in his life, why it matters to him, and how it affected his life. You can also view sample essay writing & Template. Look at any pattern. More or less, when you write a biography, you will find yourself looking at patterns in what the subject has done to achieve what he has achieved. Include your thoughts on this issue. A short personal essay on this issue would be great to include in your biographical report template. Reflect on the data you have collected and place your thoughts near the end of your paper. **3. Finishing Touches** Now you finish writing a biography. Congratulations! But we're not done yet, though. We must review and polish our biography first before we submit it for submission or publication. Here are some ways how you can polish your biographical papers. You may also like to write thank you notes. Correct. This should be the first thing you do after you finish writing your biography. Print copies of your biography and mark errors in spelling and grammar that you might find on your paper. Ask someone to give feedback. Who better to ask than your teacher or someone with experience writing a biography, right? You can even ask a friend. Ask for feedback that will help make your biographical essay look better and sound better. You can also ask them to check for punctuation and spelling errors and grammatical errors you may have missed. You can also see the dos in writing your self-evaluation. Reference. Don't forget to acknowledge any references you may have. You can use APA paper format. If you find that you are constantly rearranging statements, that's fine! If it makes the look of your writing much better, then you should definitely do what you feel you have to do. **Biography Details One Page File Format Size: 40 KB Download Mentor Biography Sample File Format Size: 271 KB Download Instructor Sample Biography File Format Size: 112 KB Download Sample Coach Biography Detail File Format Size: 1 DOWNLOAD KB Download Entrepreneur Biography Sample Detail File Format Size: 78 KB Download Biography Sample Paper Details File Format Size: 292 KB Download Biography Essay Sample Details File Format Size: 461 KB Download** So there you have it! Whether you are writing your biographical essay for school requirements or if you are a novice writer, writing a biographical timeline template should be done very carefully and with patience. You tell other people's stories, so you want to make sure that you can present accurate and factual information. It should also be fun and exciting to make it an interesting read for your audience. This way will also make it more memorable for the reader. Planning to write an autobiography? Take a look at our autobiographical samples for good and high quality samples and good guidelines on how you can do it. first impressions, even online. That's why your professional bio is one of the most important marketing materials you've ever written. Be it on Twitter, LinkedIn, your online portfolio or your company's website, your professional bio the first thing people will read to understand who you are and what you are doing. What you highlight in it will affect how readers think of you — as job applicants, public speakers, writers, employers, or whatever else you do. Bio professionals can help you make the right first impression. (Image Source: Envato Element) In this tutorial, you'll learn how to write a bio for a freelance business website, portfolio, or company website. I'll share some useful professional bio templates and bio samples that will make the process easier. Plus, I'll quickly discuss what to do when using your bio with a resume. The benefits and use of professional bios Short Professional Bio Short is growing in popularity, not only because people's attention spans are getting shorter but also because more platforms support shorter formats. Twitter, for example, has a 160-character limit on a user's bios. Biline writing on many websites is limited to two to three sentences as well, while LinkedIn doesn't display your entire summary unless users click show more. Bios, in general, do not have a strict word count, because it depends on the media or platform used. However, in general, 'micro bio' is usually two to three short sentences, similar to those on Twitter and website bylines, while short bio may have about 100 words or three to five short paragraphs. **Where to Use the Bio Professional Brief section 'About the author'** on the back of your book **Twitter LinkedIn** author summary **byline** on your website or guest post **Speaker One Sheet 'Meet our Team'** or 'About us' page of your employer's website **The option listed above is where you can use the short professional bio as written.** But you can also re-use or customize your bio for live events, such as: As a speech lifts on a network event **When someone introduces you as a speaker for the event** **The Challenge Short professional bios** are difficult to write because of the importance and limitations of word count. Writing about what makes you deserve someone else's attention, while making sure you don't sound as cocky as crossing a tight leash. While there are many ways to write a bio, from professional to light and humorous, the good all follow similar formats that are easy to follow if you have all the necessary information. Read the step-by-step instructions and follow it using the short bio template below. **Bio Professional Template A: Company Bio for Employees and Applicant Name** is your job title in Company Name, where the action verb Name (e.g. coordinates, prospect, train, develop, or create) what you do (e.g. video, book, SaaS program, or mobile application), including 1 or different tasks you do, sub-niche 2, and sub-niche 3. The name has 1 achievement (e.g. working with major brands such as, exhibiting in, winning XYZ awards), and achievement 2, among other differences in the field. The name helps your company's industry targets (e.g. marketing agencies, IT companies, or hotels, etc.) to verb actions + objectives or problems that you can solve because of your professional skills (e.g. for IT support professionals, you can write troubleshooting software and hardware problems to ensure all systems operate for both your clients and internal employees). Name is hobby 1, hobby 2 from the city or country where you live. Please email your email address or go to your website domain and link to the contact's name. Here's what this professional bio template looks like: **Lorie Smith** is a Loan Officer at XYZ Bank, where Lorie processes loan applications from start to finish, including refinancing mortgages and educating clients about their different financing options. Lorie has worked with leading real estate agents, including ReMax, Century 21, and Coldwell Banker, among others. Lorie helps homeowners and new buyers secure loans that fit their budget and goals. You can expect 100% transparency, no horror stories, and nasty surprises when working with Lorie. Lorie is a cat lover and CMAS diver from Michigan. Please send an email lorie@domain.com or go ExampleDomain.com to contact Lorie. **Bio Professional Template B: For Speakers, Freelancers, and Entrepreneur Names** is your professional title that helps your target audience to the problem or goal of your target audience. Before starting a business or freelance job, Name worked many years as a relevant job title 1 and a relevant job title 2. After a successful career helping sub-niches or branches of your target market 1 (e.g. fitness trainers, estate rental agencies, make-up artists, aspiring writers) and your sub-niche or target market 2, Name now appropriate action verbs (e.g. trains, coaches, suggestions) on how specific tasks you perform for your target market. Name enjoy hobby 1 and hobby 2. Names are available for your type of work or output and personal consultation. You can contact Nama at a phone number or email address. Here's an example of the company's bio template used: **Kate Hendricks** is a Freelance Writer and Social Media Manager who helps finance fin-tech professionals and startups building audiences and getting more paying clients online. Before starting a writing business, Kate spent six years as a Teller Bank and Virtual Assistant for financial firms in the US and UK. After a successful career helping small banks and real estate agents, Katie is now helping them write marketing copies for their products and services. Kate enjoys trying out new sports (archery, anyone?) and managing a small property rental business. Kate is available for marketing and writing projects, as well as personal consultations. You can reach Kate in the kate@domain.com. **How to Write a Bio Now** we will explain in detail about write a short bio. The two templates above only serve as frameworks, so feel free to add or remove a few sentences however you want. Use the step-by-step instructions below as a general guide to customize the short bio template above, or write one from scratch. **Step 1. Collect Information and Answer the questions below** to gather the information you need to customize your professional bio. Who will read your bio? It depends on when and how it will be used. The bio for freelance designer websites should be different from those used on your employer's website, even if you have the same job functionality in both cases. Your employer will not appreciate you asking for a job using their website. Write one bio per target audience. What does your audience need to know? For employees or job applicants, recruiters need to know your professional experience, skills, and academic background. For entrepreneurs, this refers to the products or services you offer, and how they make your customers' lives easier. What do you want your audience to know? It's not directly about your skills, products or services. It's about the fundamental feelings you give to the people you work with. For example, an accountant client wants to work with someone you can trust. Coaches, meanwhile, are sought for their patience and creativity in interacting with students. What's in it for your readers? Define issues or goals that your audience can achieve with your help? What's your story? Tell the story of how you came to your current job to show readers what sets you apart from other professionals. You can also write about your core values or why you are in that business. What do you want them to do? State how you'd rather readers contact you. Collecting all this information before you start writing prevents writer's blocks. But if that doesn't work, try looking for the bios of people in your industry to get some ideas. Pay attention to phrases or words you like, so you can use them later (with some editing) in your own bio. **Start with Your Name** Write your name at the beginning or the first sentence of your bio so that people will soon realize what they are reading. **Step 3. Describe Your Business or Job** Just like a cover letter or resume, your business or job should be mentioned early on to get readers' attention—or give them a chance to stop reading if you're not the person they're looking for. **Your work or business** should be clearly explained in the first two sentences of your short professional bio. Don't leave this to the last paragraph as it may cause some readers to lose interest. Some professional bios replace job title with a value proposition statement, which explains the problems you solve for your target market and why people should choose you over your competitors. While it attracts attention, it may be confusing for some of your readers. For example, your value proposition may be increase website traffic organically, but it's unclear if you can do so because you're a Search Engine Optimization Specialist (SEO) or Content Marketer. Both jobs can increase website traffic, but readers may be looking for a specific set of skills — SEO, blogging, or something else. So, use use if you want to stand out, but don't forget to mention your job title. Here are some tips to help: **Continue How to Write Your Resume Work Experience Section, Right** **Charley Mendoza Branding** **7 Steps to Building a Head-Turning Personal Brand** **Julia Melymbrose Branding** **How to Define Your Core Brand Values (And Why You Should)** **Julia Melymbrose Step 4. Add Personal Interest and Other Humanizing Details** This is a subtle way to show readers that you are a real person. If you have something in common with your readers or an interesting hobby, that can encourage more readers to contact you. Avoid humor, unless you are absolutely sure that anyone reading your professional bio will appreciate it. This will depend on the media or platform where your bio is published, as well as the intended audience. Avoid sounding too cynical of yourself, as it may come off as false. Intimate or embarrassing details about yourself should be kept secret, no matter how funny or attention-grabbing it is, because you never know how people might react. **Example: When not traveling,** Mark enjoys practicing for marathons, hiking, and planning his next adventure with his wife and children. **Step 5. Contact Details and Calls to Action** End with your contact information and a simple call-to-action that asks people to contact you. Phone numbers are completely optional, but email is a must. Feel free to replace your phone number with a link to your website. **Example of a short bio that follows the guidelines above:** Here is the web designer bio: From the page about Meagan Fisher, the web designer. Bio of a Full Stack Engineer From a page about Ryan Parman, full stack engineer and product developerAnd micro bio author for his author's page on Amazon: Bio author Michael SiemsenTips for Writing a Compact Yet Interesting Professional Bio Even with the guidelines and templates above, professional bio writing can be very doable. I knew it for me when I first wrote a page about my website. Use the writing tips below to write an authentic yet confident-sounding bio that you can be proud of. **1. Get Real** Realize that bio professionals are meant to make you look like a confident and skilled person. You're not bragging. Just write about who you are and what you can do. You do the service by telling others what you can do for them. If they need someone with your skills and they find your bio, it is a win-win. That person will see you as a solution, not a braggart. **2. Show, Don't Tell** The same Concept applies when writing a resume. Use action verbs and always include measurable or specific achievements if instead of claiming you're a genius developer, write about the innovative programs you create. **3. Short Bios** is a trailer like **Movie Trailers** **Movie** only shows interesting and interesting movie scenes, right? The same goes for bio professionals, especially short and micro formats. You may have many achievements in your career or business field, so it's important to choose who will make your readers coo as they read it. Perhaps you have been awarded top designers in your company two years in a row, and your work has been featured in local magazines for artists, as well as several podcasts with a small audience. Leave podcasts without brand recognition, and if you really have to, ditch the company's awards as well. This does not mean that other awards are not worthy; it's just that you need to save space for other information. Using **Your Short Bio With Resume** If you have to submit your professional bio to the website, you may also be asked to continue — especially if you are being featured or considered for a position. If this happens to you, your resume should be as professional as your short bio. The quickest and easiest way to make sure that your resume makes the right impression is to use a resume template. Here are some of the best resume templates to consider: **Continuing 29+ Modern Resume Templates With Clean (Elegant) CV Design (2020)** **Brenda Barron Continuing 23 Best HTML Resume Templates to Create a Personal Profile CV Website (2020)** **Brenda Barron** Writing and Revising Professional bios is meant to be updated at all times. So, don't worry if the first one you write after reading this tutorial isn't as much as you'd expect. You can always revise your current company bio, or write a new one the next time someone asks for it. It.**