

How to Write a Biography

Identify your purpose and audience

Before you get started writing, you need to know who you're writing for. The bio you would write for a personal web page might be very different than the bio you would write for a college application. Use this to make your bio appropriately formal, funny, professional, or personal.



Narrow down your information

Be ruthless here — even the most interesting of anecdotes may not be appropriate. While it's often okay to add a few extraneous details, they should not make up the majority of your bio.



Write in the third person

Writing in the third person will make your bio sound more objective — like it's been written by someone else — which can be useful in a formal setting (ex. for work). If the bio is personal, however, writing it in the first person will make it sound friendlier.



Write your name

This should be the first thing you write. Assume that the people reading the bio know nothing about you

Hello! My name is...



State your claim to fame

What are you known for? What do you do for a living? Don't leave this to the end or make your readers guess — they won't and they may well lose interest quickly if it's not up front. This should be explicitly stated in the first or second sentence.



Mention your most important accomplishments

This might not be applicable in all situations. Remember that a bio is not a resume. Do not list your accomplishments, and only include them if they are relevant and you have space.



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This is a nice way to invite the reader to care. It's also your chance to get some of your personality across.



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