

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.



Include personal, humanizing details

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



Include contact information

This is usually done in the last sentence. If it's to be published online, be careful with the email address in order to avoid spam. Many people write email addresses online as something like: greg (at) fizzlemail (dot) com



Aim for at least 250 words

For an online blurb, this is just enough to give the reader a taste of your life and personality without becoming a bore. For a more serious post such as a college entrance bio, delve into the details a little more



Proofread and revise

Have a friend read your bio and give you their feedback. This is important because they can tell you if all the information you want to get through is coming across clearly



Keep your bio up to date

Every once in a while, go back and update your bio. By putting in a little work frequently to keep it up to date, you'll save yourself a lot of work when you need to use it again



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