

How to Write a Short Bio: Template

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What are you looking to create?

short bio

What are the main points you want to cover?

Info needed:

Your name: [your name]

Your credentials and experience: [list of your relevant credentials and experience]

What you're currently working on or interested in: [what you're currently working on or interested in]

Structure:

Introduce yourself to the reader

List your relevant credentials and experience

Explain what you're currently working on or interested in

Sign off with a call to action (e.g., "get in touch") or a link to more information about you

How To Write A Brief Autobiography About Yourself

Yijin Wang



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