

How to Write a Professional Bio

Professional sites like LinkedIn, AngelList, or a speaker bio on an event site all have space for a bio or summary section. For each of these, you'll probably want to write a mid-length description of both your current role, professional aspirations, and biggest achievements. Professional bios allow you to go into a bit more detail than short social media bios, especially on LinkedIn. It's generally a good idea to include:

- Your name
- Your current role or professional tagline
- Your goals and aspirations
- Your 2-3 most impressive and relevant achievements
- One quirky fact about you (if it's appropriate to the site)

You should include anything you'd include in a professional bio in a bio for your company, but don't be afraid to personalize it with a few personal details. Have a hobby you love? A favorite book? A professional hero you look up to? Add them to give your coworkers a sense of who you are before they work with you. Here is a template for professional bios on [The Muse \(Links to an external site.\)](#). Also, here are some examples of professional bios on [TutsPlus \(Links to an external site.\)](#).