

# PROFESSIONAL BIO

11 Things Every Full Bio Should Have

- Full Name
- Credentials (certifications/any letters listed after your name)
- Highlights of work experience
- Awards, honors and professional achievements
- Soft skills (strengths, value add, what makes you different)
- Professional associations
- Your why (why you do what you do)
- Hobby/interests outside of work
- Volunteer/community service
- Education
- Contact info (link to website, social media profile or email)

*\* Don't forget a great photo!*