**Attorney Bio Template**

Name:

Title:

Direct Dial:

Fax:

E-Mail:

Office Location (if firm has more than one office):

*[Insert short bio (one or two paragraphs) in narrative form. Bio can include your title, the date you joined the firm, areas of specialization, prior experience, etc. but should not include the information in bullet points below.]*

**Practice Areas:** [Practice Area Descriptions Should Match Those Listed on Website]

* Practice Area 1
* Practice Area 2
* Practice Area 3

**Admitted to Practice:**

* Court, Year
* Court, Year
* Court, Year

**Education:**

* School, Degree, Year, Honors, Activities
* School, Degree, Year, Honors, Activities

**Professional or Trade Affiliations**

* Organization 1
* Organization 2
* Organization 2

**Optional (Complete those that apply):**

**Honors & Awards**

* Award 1
* Award 2
* Award 3

**Publications**

* Name of Article, Name of Publication, Year Published
* Name of Article, Name of Publication, Year Published
* Name of Article, Name of Publication, Year Published

**Speaking Engagements**

* Presentation Topic, Organization, Year
* Presentation Topic, Organization, Year
* Presentation Topic, Organization, Year

**Representative Experience**

* Case, Transaction 1 – Short Summary
* Case, Transaction 2 – Short Summary
* Case, Transaction 3 – Short Summary

**Community Involvement**

* Name of organization, office held (if applicable), year(s)
* Name of organization, office held (if applicable), year(s)
* Name of organization, office held (if applicable), year(s)
* Name of organization, office held (if applicable), year(s)
* Name of organization, office held (if applicable), year(s)

**Social Media**

* Facebook
* Twitter
* LinkedIn
* Google+
* YouTube
* Blog
* Other