Professional Bio Templates



*A Collection of Templates from CoSchedule*

# Professional Bio Template (Website)

*Use this template when writing a bio that will appear on a website page:*

[NAME] is the [ROLE/JOB TITLE] at [COMPANY/ORGANIZATION], where [SHE/HE/THEY] work to [BENEFIT] [TARGET AUDIENCE] by [ROLE 1], [ROLE 2], and ROLE 3].

In [YEARS AT CURRENT COMPANY] with [CURRENT COMPANY/ORGANIZATION], [LAST NAME] has [PROFESSIONAL ACHIEVEMENT]. They have also [PROFESSIONAL ACHIEVEMENT], an achievement made possible by their [SKILLS/ATTRIBUTES].

Prior to joining [COMPANY/ORGANIZATION], [NAME] was responsible for [ROLE] at [COMPANY/ORGANIZATION]. While there, [SHE/HE/THEY] achieved [GOAL] by [SKILL/ACTION], driving [CHANGE/IMPACT] for [TARGET AUDIENCE].

[NAME] has appeared [AT CONFERENCE/EVENT, or IN LIST OF PUBLICATIONS]. [SHE/HE/THEY] have also [WON / BEEN RECOGNIZED WITH] the [AWARD], [AWARD], and [AWARD].

A graduate from [UNIVERSITY], [NAME] holds a degree in [AREA OF STUDY]. When not hard at work doing [JOB/ROLE], [SHE/HE/THEY] enjoys [HOBBY], [HOBBY], and [HOBBY]. Find [NAME] on [SOCIAL NETWORK/WEBSITE], [SOCIAL NETWORK/WEBSITE], and [SOCIAL NETWORK/WEBSITE].

# Blog Author Bio Template:

*Use this template when writing a bio that will appear in a blog bio box:*

[NAME] is the [ROLE/POSITION] at [COMPANY/ORGANIZATION]. [HER/HIS/THEIR] areas of expertise include [SKILL], [SKILL], and [SKILL]. When not hard at work, [NAME] enjoys [HOBBY], [HOBBY], and [HOBBY]. Find [NAME] on [SOCIAL NETWORK] at [HANDLE].

# Twitter Bio Templates

*Condense down your bio for Twitter with one of these two templates:*

**Twitter Bio 1**:  
[JOB TITLE] at [@COMPANY]. [SKILL], [SKILL], and [SKILL] expert. Also seen on [@PUBLICATION].

**Twitter Bio 2**:  
Striving to achieve [GOAL] for [AUDIENCE] as the [JOB TITLE] at [@COMPANY]. Master of [HOBBY].