

Get The Job You Want, Even When No One's Hiring
Your Job Search Survival Toolkit

Professional Biography: Building Blocks

Use the template below to jump-start your writing, and then feel free to rewrite and fine tune until you have something that works well. Your Professional Biography should fit easily onto one page.

is a _____ with extensive experience in _____.

Most recently, _____'s specific areas of expertise are _____.

In addition, _____.

Career highlights include:

Some areas of significant accomplishment include:

Throughout his/her career, _____ has always been known for _____.

He/She has...

With major interests in _____, _____, and _____, _____ enjoys all aspects of his/her lifestyle. _____ graduated from _____ with _____.

Using the results of this exercise, fine-tune and write your final Professional Biography on the next page.

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Your Professional Biography: Putting It All Together