#### Your Personal Bio

03

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#### What is a "Bio"?



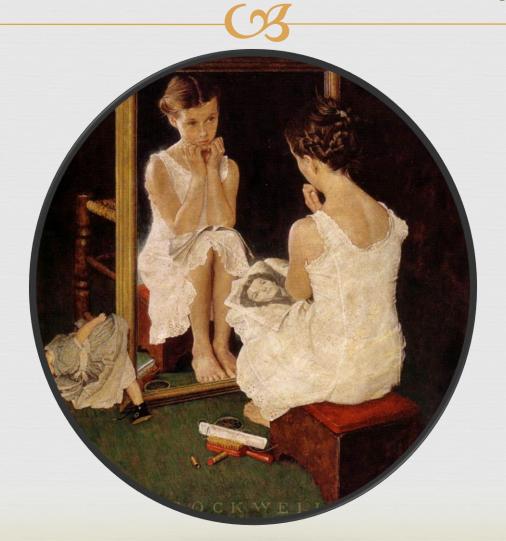
A Bio is a short 1 – 2 paragraph summary of

WARNING: This might be one the most difficult assignments/tasks you have faced



Writing a bio not only requires polished and developed writing skills, but it also requires intricate self – analysis

## ...and professional and effective presentation of that analysis



# How do You Begin Writing a Bio?

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Formulating this → Has helped tremendously!

Review your current
Individualized
Learning Plan

## What Do We Mean by "Effective" with regard to Presentation

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- This 1 − 2 paragraph document will represent and 
   "market" you as a first impression.
- - Grabbing the reader
  - Making the reader want to read more (or actually have the pleasure of meeting you)
  - S Providing honesty

#### Guide to Writing Your Personal Bio



- 1. Introduce yourself as though the readers of your Bio have never met you: Start With Your Name
  - a. immediately state where you are in school (OMS 1, 2, etc.)
- 2. Describe your most recent accomplishments
  - a. Don't list them describe them
- 3. Write in the 3<sup>rd</sup> Person
  - a. People will describe you via your bio using 3<sup>rd</sup> person
  - b. A good bio does <u>not</u> read as "I am a 3<sup>rd</sup> year medical student at PNWU". A good bio reads as "John Doe is a 3<sup>rd</sup> year student at PNWU".

### Bio Writing Guide.....

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- 4. Include your contact information
  - a. This is customarily placed at the end where it is easy to find
- 5. Get feedback
  - a. Have 2 or 3 friends read it and summarize your bio verbally asking them to summarize the emphases of your bio
- 6. Keep it current
  - a. You are continuously moving forward and your bio should reflect that fact

### Bio Writing Guide.....

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7. Promote some of your most meaningful clinical experiences

- 8. Personal Information can include the following
  - Area of residence
  - Whether you are married and have children
  - **B** Pets
  - A personal quote or motto (closer to the end)

# Overall Goal of Writing Your Bio

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- 9. Your personal bio should be not be more than 2 paragraphs (with 4 6 sentences per paragraph) using normal page margins and spacing
- 10. Your bio should seek to address the following 5 questions, as you write, keep these questions at the forefront and be sure those you ask to critique your bio can answer these questions after reading your writing:

1. Who am I?

2. How can I help you?

3. How did I get here? (in other words, know what I know).

4. Why can you trust me?

5. What do we share in common?