

How to Write a Short Biography about Yourself

A short bio should consist of three or four sentences, including introduction of yourself, stating your education background, and listing your notable achievements, and including a closing statement.

Introduction Sentence

Begin your sentence by introducing yourself and write in the third person and include the relevant number of years of working experience. You can also include your current work place if you wish. For example, "John Doe has been a SAS programmer at XYZ Pharmaceutical since 2005" instead of saying "I have been a SAS programmer at XYZ Pharmaceutical since 2005."

Education Background

List your education after the introduction sentence, including the name of any degrees you have earned and the institution you attended. For example, "He received his master's degree in statistics from Zhejiang University in 2004"

Notable Achievement

State your achievements or awards that you've earned. You can also list your conference experience in the past. For example, "He has been given multiple presentations at SAS conferences in the past four years." "She has been working as a conference committee members for PharmaSUG since 2013."

Closing Statement

Briefly stating any current or upcoming projects. If you don't have any new upcoming projects, you can state where you currently live and/or what you like to do in your spare time, etc.

Here're a couple of examples you can follow:

Example 1:

John Doe has been a senior statistician at XYZ Pharmaceutical since 2010 and he is also a part-time instructor at UC San Diego. He received his PhD in Epidemiology from University of Washington in 2009. Since 2013, he has been frequent speakers and working as conference chairs at SAS conferences in the U.S. Currently, he is working with his new book on SAS Graphics, which will be published in early 2017.

Example 2:

Jane Doe has been a SAS programmer at Department of Biostatistics at ABC Hospital since 2015. He learned SAS language reading online SAS papers. This is her first presentation at a SAS conference and the second time to attend the PharmaSUG China. Jane currently lives in Beijing and she enjoys cooking, travelling, and meeting new friends.