

BIOGRAPHY

INTRODUCE YOURSELF

- *[Speaker Name]* is... *[description of yourself]* (ex. “Eric Edmeades is a serial entrepreneur)
- He/She has been... since... (ex. “worked as a consultant since 2006”)
- His/Her specialized expertise is...

EDUCATION AND CREDENTIALS

- Name of any degrees you have earned and the institution you attended.
- Any other relevant experience
- Additional certifications
- Organizations of which you are a member

BIOGRAPHY

NOTABLE ACHIEVEMENTS

- Obstacles you've overcome and the challenges you've faced in your career
- State any notable achievements or awards earned, relevant to the intended audience of the bio.
- Briefly list the names of any publishing houses or magazine titles where their work has been published.
- Highlight awards or other recognition achieved in their careers.

CLOSING STATEMENT

- Current or upcoming projects
- Last sentence should state where you reside