How to Write a Bio about Yourself

1. When you write a bio, it's important that you keep it short. Humans generally have short attention spans. So, no matter how interesting your life is, not many people will sit and read a lengthy bio. The length of your bio really depends on your reasons for writing a bio. If you're about to give a speech or want to include your bio at the end of an article you've written, try cutting your bio down to three to four sentences long. If you're writing an about page for your blog or want to display the bio in a book you've written, a longer bio may be necessary.

2. Write a bio in third person, rather than first person. Use your full name (first and last) when you first describe yourself. After that, you can opt to continue describing yourself with your full name, only your first name, or only your last name. Write a bio using your first name if you want to develop a friendly relationship with the reader and write a bio with your last name if you want to be a bit more formal. Whatever you do - remember to stay consistent.

3. Start the bio off with a brief account of your achievements. When you write a bio, only discuss your high points and not a full description of your career. The key is to remain brief.

4. You can include personal information when you write a bio, but this is entirely optional. If you want to create a more friendly relationship with your readers, rather than take the formal approach, adding small bits of information - like the hobbies you have or what you like to do outside of your professional career - can help readers relate to you more.

5. While you write a bio, make sure your personality shows through. If you're humorous, put some humor in the bio (be careful with humor though - you don't want your readers to take it the wrong way). If you have a passion, talk about it! A bio is more interesting if it conveys something unique about the writer.

6. If you decide to write a bio that is longer, break the bio up into paragraphs. However, keep each paragraph short and try to remain concise or else your readers may just scan through each block of text. You want your readers and potential customers to not just glance through but read what you have to say.

Include a Picture

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