

Biography Recipe

Writing a 'Bio' is not easy for everyone.

Here is a short framework to help you get started with ideas.

1. Who are you: Start by writing your name and where you live? Or you can just write your name.

2. What you do or where you work: Are you an advocate, a volunteer, student, have your own consultancy business, small business owner, work for a company/organisation?

3. Your current role: What do you do for work (paid or unpaid roles? You can either list your current title e.g., community leader, lived experience expert, project officer, or a short, descriptive phrase about your role here.

4. Your shining light: People reading your bio will also want to get a sense of who you are. Listing your overall goal, values, or a statement that describes your ethics will help them get to know you, even in short bios. E.g., I aim to work on boards to represent and further the human rights of women with disability.

5. Any accomplishments: This is where you speak with pride about what you've done in your life/work. Choose

the top two or three large milestones from your career (no more).

6. Your closer (optional): This may not be necessary in a shorter bio for Twitter or Instagram. But for a website or similarly professional bio, you may want to add a sentence describing who you are outside of work. (E.g., When I am not working on Human Rights, I spend time in my community with my family and our cheeky Chihuahua, Freya or in my spare time I am a landscape painter/photographer/musician etc).

7. Your contact info (optional): Depending on the site/purpose, you may also want to include an email, or another easy way (e.g., Instagram, Twitter, LinkedIn) for readers to reach you. List this information at the end of your bio.