

Biography Format Suggestions:

When it comes to something as important as _____ (the business, products or services you are representing) you want people to know the background of the business, products or services you are representing.

So present your best interests and anything pertinent.

_____ years experience

Education and Training:

Length of time in: (city) and/or (state)

Former Areas I've lived and worked: (city) and/or (state)

Work Achievements:

Personal Achievements:

Professional Affiliations:

Community Service:

Interests and Hobbies:

Previous Work Experience:

Family Life:

Testimonials are important:

You can say "referrals available upon request" (or add a few here)