

POWERFUL PROFESSIONAL BIO CHECKLIST

Following is a checklist of 10 things that put the **“POW”** in your powerful bio.

<input type="checkbox"/>	Your Name and credentials (degrees, certifications and other letters earned)
<input type="checkbox"/>	Education
<input type="checkbox"/>	Experience (titles held, number of years worked in each position, total years worked)
<input type="checkbox"/>	Who you serve and how you serve them
<input type="checkbox"/>	Notable companies with which you've worked
<input type="checkbox"/>	Books or other publications
<input type="checkbox"/>	Professional associations and affiliations
<input type="checkbox"/>	Awards, honors and recognitions
<input type="checkbox"/>	Community service
<input type="checkbox"/>	Contact information

Additional considerations

- Your bio may be the only chance you'll have to make a good first impression
- The information does not have to be in the order listed in the checklist
- Keep your bio to one page or less
- You will need different versions of your bio for all of your ventures

Need help writing your bio?

To write your own bio, purchase *How to Write a POWERFUL Professional Bio* by Marcie Hill from Amazon.com, Barnes & Noble or Smashwords.

Contact Marcie Hill at 877.570.5228 or msmarcie@marciewriter.com for assistance with writing your bio. In addition to reviewing bios and providing feedback, she will add power to your current bio through edits and revisions or build one from scratch.