



Suggested Questions for Creating a Staff Member's Biography

By Barefoot PR

Name (as you want it listed on the website/marketing collateral):

Job Title:

Describe your job in just a few sentences:

How long have you worked for the organization?

In what areas would you consider yourself a "Subject Matter Expert"?

What are some notable points in your career? (i.e. started at..., moved onto to work for..., moved up the "ladder" at...)

Why do you do what you do – what drives you everyday?

Do you have any professional certifications appropriate to note?

Have you received any professional awards?

What are some personal interests you would like to include (i.e. I love to travel, have two dogs, hike/bike...)?

Anything else of note you want to point out that would be of interest to the public?



Contributed by **Barefoot PR**

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