**Person’s Full Name**

**Position/Title, Name of Organization**

**<INSERT HEADSHOT HERE>**

The body of a bio sketch should be written using block paragraphs with single spacing between sentences and double spacing between paragraphs. The first paragraph should introduce the individual with his or her full name and current position and also detail the major duties associated with this position.

The second paragraph typically transitions into the individual’s career history and lists previous positions held at the organization or with past employers. This section may also include duties or accomplishments associated with previous positions.

Once current and previous positions have been explained, detail any membership and/or leadership positions the subject has associated with professional and trade organizations. This section may also include service or volunteer work.

After describing any activity with professional organizations, detail the individual’s education, including any degrees/licenses earned, certifications and/or accreditations. This section should also include any significant awards or honors.

A final, optional paragraph can include personal information about in the individual, such as city/state of residence, family life and hobbies.