

# Writing a Bio for Your Handshake Account

## What is a Bio?

Your bio is like a “30-second commercial.” It provides just enough information to make the employer want to know more about you and sets a professional tone.

## What do you include?

A bio is composed of three distinct parts:

1. Your education
2. Your experience in the field (work experience, internship experience, volunteer work)
3. Your goals

## Template

I am earning a degree in \_\_\_\_\_ from Fort Hays State University (is your minor/certificate related?). I have experience in the field through \_\_\_\_\_. I have discovered that I enjoy \_\_\_\_\_. I chose this field because \_\_\_\_\_.

## Example

I hold a Bachelor’s degree in Biology from Fort Hays State University with a minor in Management. I have a year and a half experience in the field through a summer Internship with Kansas Wildlife & Parks and part-time work experience with the Fort Hays State University Biology Department. I have discovered that I enjoy both field related activities and lab work challenges. I chose this field because I enjoy the outdoors as well as solving problems through lab analysis. I am a hands-on person and I like getting into the thick of things and dealing with tangible concrete issues.