



# How To Write a Professional Bio

Here are some guidelines for writing a short professional bio that can be used for a faculty profile, including for grant proposals that need short write-ups on all participating players. The goal is to succinctly present your professional identity and achievements in about 150-175 words. Bios should be written in the third person. Each sentence should add value, focusing on what is most relevant to the audience or the purpose of the bio. Also, be sure your bio is up-to-date and revise it regularly to reflect your latest achievements and current focus. When it is done, be sure to also update it to your [University Faculty Profile](#). Tip: If you find it challenging to write about yourself, approach it as if you were writing about someone else.

- **Start with Current Position and Affiliation:** Begin your bio by stating your name, current job title, institutional affiliation, and specialization or area of expertise.
- **Highlight Relevant Education and Credentials:** As an option, briefly mention your most relevant educational achievements or credentials that establish your expertise in your field.
- **Summarize Key Professional Achievements:** Include a concise overview of significant accomplishments, such as awards, notable projects, or influential publications. Focus on the most impactful or recent achievements.
- **State Your Research and Teaching Interests:** Briefly describe your research interests and teaching areas to give an insight into your academic/scholarly/research focus.
- **Include Notable Contributions or Roles:** As applicable, mention any significant roles you hold or have held that showcase your involvement in the academic community and beyond.

To see more examples of well-crafted professional bios for scholars, researchers, or artists—particularly those relevant to your field—check out the Guggenheim Fellows profiles at [www.gf.org/all-fellows](http://www.gf.org/all-fellows).

## Here are examples for two fictitious faculty members:

Dr. Emily Chen is an Associate Professor of English at the University of Utah, specializing in 20th-century American literature and eco-criticism. She earned her Ph.D. from Wasatch University with a groundbreaking thesis on the intersection of environmental themes and modernist literature. Her first monograph, *Green Modernism: Ecological Visions in American Literature*, provided new insights into urgent conversations about literature's role in shaping our relationship with the environment, earning the American Literature Association's Award for Distinguished Scholarship in 2018. A recipient of the University of Utah's Early Career Teaching Award and Humanities Rising Star Award, Dr. Chen is celebrated for her interdisciplinary approach in courses like "Environmental Imaginings in American Fiction." She co-edits *Ecocritical Perspectives*, a journal focusing on environmental issues in literature, and leads a research project examining the portrayal of urban nature in contemporary novels to highlight ecological themes in urbanized settings. Dr. Chen frequently collaborates with scholars internationally and conducts workshops for local high school teachers, integrating environmental literature into their curricula. She is currently developing a new project on the role of speculative fiction in imagining sustainable futures.

Dr. Alex Rivera, the Sterling A. Wise Professor of Philosophy at the University of Utah, is a distinguished researcher specializing in the ethical implications of artificial intelligence and an expert in metaphysics and philosophy of mind. Over the last 35 years, he has shaped debates on consciousness and identity with groundbreaking work, including the seminal book *Mind and Reality: Exploring the Boundaries of Consciousness*, which redefined perspectives on the nature of self-awareness and agency in contemporary philosophy. He has published over 50 articles in leading journals such as *Nature* and *Bright Mind*, advancing discourse on the intersections of cognition, perception, and reality. His latest book, *Dimensions of Consciousness*, acclaimed for its in-depth analysis of perception and self, won the American Philosophical Association's Aristotle Award in 2020. Recognized with the University of Utah's Distinguished Faculty Researcher Award in 2022, Dr. Rivera leads cross-disciplinary research on AI ethics, bridging philosophy and technology to address urgent societal challenges. He is currently working on a new book examining the ethical dimensions of digital consciousness and machine learning, exploring how emerging technologies shape our understanding of mind and identity.