

Writing Your Bio

Control as much of your story as you can.

Tip #1: Write multiple bios.

Long, medium & short

- **500+ Words**
- **250 Words**
- **100 Words**

Different bio types for different professions

Tip #2: Make a good first impression.

The first sentence is a chance to say who you are, not just what you've done.

Possible prompts for your first sentence:

- **Who are you as an artist, administrator, etc.?**
- **How do you wish a critic/journalist would describe you?**
- **How would a coworker describe you?**

Tip #3: Consider order.

One of the easiest formats to follow is a reverse-chronological order:

- **First sentence describing who you are**
- **Current position and/or engagements for the current season**
- **Professional highlights from the past several years**
- **Awards/honors**
- **Education**
- **Personal information (optional)**

Tip #4: Write a bio, not a list.

You don't have to say everything! That's what your resume is for.

Consider phrases like “among others” and “including.”

Tip #5: Keep it current.

Use a “current as of” or “last updated” date stamp.

Tip: Use the present tense rather than future tense for the current year/season. Example:

“This season, Charlie Composer premieres his new opera *Waterworld* at the Santa Fe Opera and begins a two-year residency at LA Opera.”

Tip #6: Check everything!

Check facts and spelling. Google titles, collaborators, award names, etc.

Highly Recommended: Grammarly

Bonus Tip: Avoid funky formatting.

Avoid putting titles in all capital letters.

Avoid bolding lots of words.