

Writing Your Bio-Sketch

Name

(Your name will NOT be included on the Dual Career Network web page.)

Indicate the title(s) of your career.

Example: English Teacher

Indicate the number of years' experience you have. If you are without much experience, skip this part.

Example: Ten years experience in teaching high school language arts.

Indicate your degree(s) and certifications.

Example: Bachelor of Arts degree in English with a teaching certification.

Indicate any special areas of expertise.

Example: Taught courses in creative writing, journalism, and American and British literature.

List three of your most desirable transferable skills:

Example:

- (1). Taught literature and composition
- (2). Faculty advisor for school newspaper
- (3). Worked with special needs students

List any certifications or technical knowledge which would make you a desirable candidate.

Example: Have teaching certification in Iowa and California. Also fluent in Spanish.

Include when you will be available for work.

Example: "Client has relocated and is available now for employment," or "Client will be relocating mid-summer and will be available for interviews in July."

Now, write your bio-sketch:

Example:

English teacher with Iowa certification and ten years' experience in teaching high school language arts, with additional expertise in the areas of creative writing, journalism and American and British literature. Served as faculty advisor for school newspaper and taught special needs students. Fluent in Spanish. Client has relocated and is available now for employment.

NOTE:

Do not hesitate to get in touch with your DCN coach if you need assistance writing your bio-sketch.