

Biography Guide

We'll help you get started on your biography with this easy-to-follow guide, to help you refine your vision statement, and assist you with a full slate of your services. To get started, answer the questions to the best of your ability – the better the answers, the better the bio.

Start your biography with a brief introduction that shows who you are.

Mention your business name, professional designations, education & experience, and how many years you've been in business. Mention where are you from, how you became an agent, and if available, how many employees work with you.

What is your mission statement?

If you don't have one what would it be, or answer, why are you dedicated to providing this service to your clients?

Why should people use your service?

- What makes your service good?
- Why should they use you?
- What do you provide that others don't?
- Why do clients choose you?
- List offered products and services or specialties.
- Mention significant personal achievements or awards.

Include your contact information.

- Your Full Name & Professional Designations
- Business Address
- Business Phone
- Business Email

Tips

Try to write 1-3 concise paragraphs, or more if you can. It may feel strange or even challenging but use the third person to write about yourself. (Example: John started the ACME Insurance agency in 1995). Please type out our biography in a Word document or email it. Edit your content thoroughly - use a free online service like [grammarly.com](https://www.grammarly.com) to check your spelling and grammar.