

PROFESSIONAL BIO LIBRARY

Example 1.

Born in Yazd, a small historic city at the geographic center of Iran, -- received his BSc in Mechanical Engineering and MSc in Applied Mechanics from Sharif University of Technology, Tehran, Iran. He then joined the Mechanical Engineering program at Massachusetts Institute of Technology, Cambridge, MA. He received his Master of Science in Mechanical Engineering in 2005, Ph.D. in Mechanical Engineering in 2008, and then served as a Postdoctoral associate (2008-2009) and Lecturer (2009-2011) at MIT. In July 2011 he joined the faculty of the University of California, Berkeley.

Example 2. (generated by ChatGPT)

ChatGPT prompt: 100-word professional bio for software engineer who interned at Samsung and has done projects on systems security. Graduate of UC Berkeley, previously a network administrator in Antarctica.

A UC Berkeley graduate, I'm a software engineer with a passion for systems security. My Samsung internship bolstered my technical skills, while my projects showcased my dedication to fortifying digital landscapes. As a former network administrator in Antarctica, I navigated frigid networks while honing adaptability. This unique experience taught me the importance of precision and problem-solving. By harmonizing cutting-edge technology and real-world challenges, I strive to create innovative solutions. With an unwavering commitment to excellence, I'm excited to contribute my multifaceted expertise to your projects.

Example 3.

After getting out of school with a BA in Philosophy, Economics, and French, I've stubbornly refused to do anything at all related to any of those things. I've been steadily progressing deeper and deeper into the stack, learning something new about computers every day. So far, my career has taken me through consumer photo sharing, infrastructure and databases, server monitoring and observability, cloud migrations, compliance, etc.

Currently, I am leading the Platform team at Metronome, the usage-based billing startup powering billing for companies including OpenAI, Cockroach Labs, and Apollo.

Outside of work, I like playing music, doing a bit of traveling, riding my bike, and learning stereotypical Bay Area skills - snowboarding and surfing.

When you are editing a short piece of writing, this algorithm will help you:

1. How's the writing going? Who is your audience? What's your goal?
2. Read the piece of writing aloud.
3. Ask. "What came up for you as I read? What did you notice?"
4. Feedback—clarity, specificity, order.

Here are some specific questions worth asking about professional bios:

How memorable is the story the bio tells?

How specific to the writer / speaker?

Does it hook its audience at the start, and leave them curious?

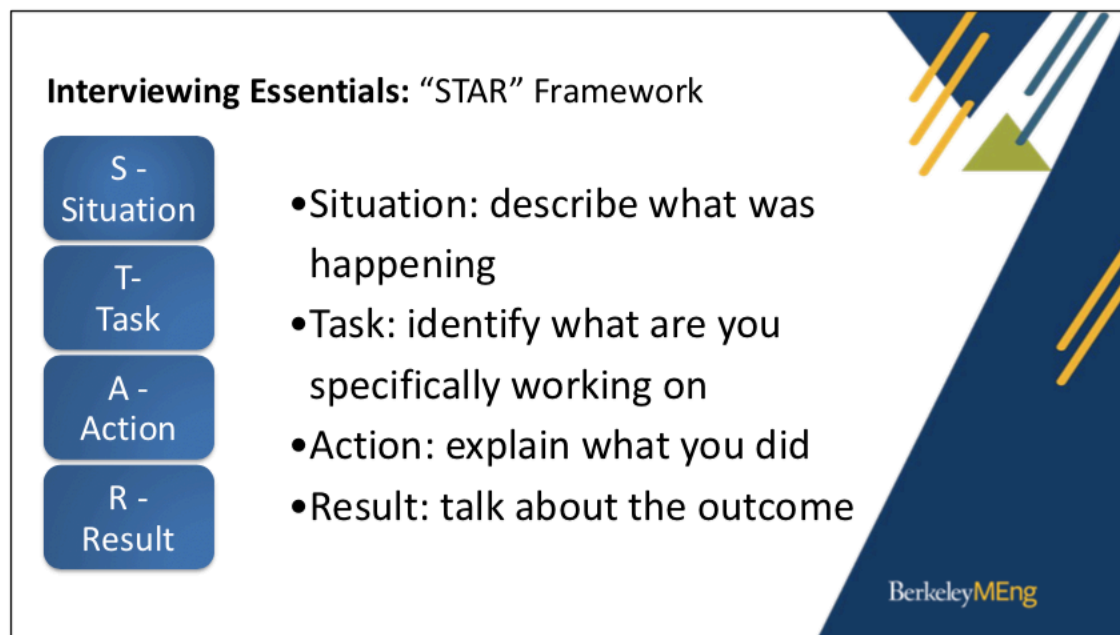
Note: human feedback is ideal! What questions did your audience ask? What got them curious? What were they confused about?

When humans aren't around, consider using Chat GPT or Claude or Gemini to stand in for a fiercely intelligent, but kind mentor, and to tell you how / whether you're succeeding and where you might tune up. The more specific you be, the more likely these tools will help you.

If you want to read ahead for next week:

You've just practiced introducing yourself by speaking and writing. For interviews and for the Comprehensive Exam, it is also important that you learn to speak about specific aspects of your experiences.

The STAR method offers you a way to talk about specific aspects of yourself in an interview setting. STAR is a method for structure answers to specific, often behavioral questions, which will enable you to answer questions briefly and comprehensively without rambling. They should be specific to you, rather than theoretical examples. **It is important to use "I statements" to stress what you did in each situation.**



Practice questions (modeled on the comprehensive exam):

1. Tell me about a time when you had to manage a technical project with multiple stakeholders. What challenges arose, and how did you meet them?
2. Tell me about a time when you had to manage conflict within a team while working on a technical project or assignment.
3. Tell me about a time when challenges pertaining to engineering ethics, inclusion, or diversity became central for you in a professional context, and how you responded.
4. Tell me about a time when you were on a team and had difficulty meeting a deadline. What did you do?