

GitHub Profile & Organization READMEs

Practical Cheat Sheet + Copy-Paste Templates

What this is. A quick, no-fluff reference for creating *personal profile READMEs* and *organization profile READMEs* (both public and members-only), plus ready-to-paste templates and an optional auto-refresh Action.

1. Quick Rules

1.1 Personal Profile README

1. Create a **public** repository named **exactly your GitHub handle** (e.g., `octocat`).
2. Put your profile content in `README.md` on the default branch (usually `main`).
3. That README renders on your user profile page.

1.2 Organization README – Public

1. In the org, create a **public** repository named `.github`.
2. Add `profile/README.md` on the default branch.
3. This README shows on the organization's public homepage.

1.3 Organization README – Members-Only

1. In the org, create a **private** repository named `.github-private`.
2. Add `profile/README.md` on the default branch.
3. Members can view this internal profile on the org page (member view).

Naming & Branch Tips

- Use **exact** repo names and the **default branch**.
- Keep images in `assets/` and reference with relative paths.
- Prefer `.md` over `.rst` for broad compatibility.

2. Minimal Structures (so you don't have to think)

```
1 # Personal profile
2 <your-handle>/
3   README.md
4
5 # Org public profile
6 .github/
7   profile/
8     README.md
9
10 # Org members-only profile
11 .github-private/
12   profile/
13     README.md
```

3. Copy-Paste Templates

3.1 Personal Profile README.md

```
1 # Hi, I'm <Your Name>
2 [![GitHub followers](https://img.shields.io/github/followers/<your-handle>?style=social)](https://github.com/<your-handle>)
3 [![Twitter Follow](https://img.shields.io/twitter/follow/<your-handle>?style=social)](https://twitter.com/<your-handle>)
4
5 - I'm working on: ...
6 - Tech: Go, Rust, TypeScript, AWS, Kubernetes, Terraform
7 - Ask me about: DevSecOps, CI/CD, GHAS, CodeQL
8 - Website/Blog: https://example.com
9
10 ## Highlights
11 - Recent talk: [Title] -- slides / video
12 - Maintainer of: [project] (short tagline)
13
14 ## Projects
15 - [repo-1](https://github.com/<your-handle>/repo-1) -- one-liner
16 - [repo-2](https://github.com/<your-handle>/repo-2) -- one-liner
17
18 <!-- recent:start -->
19 <!-- This section can be auto-updated by the Action below -->
20 <!-- recent:end -->
21
22 ## Contact
23 - Email: me@example.com - LinkedIn: https://www.linkedin.com/in/<your-handle>/
```

3.2 Organization Public profile/README.md

```
1 # Welcome to <Org Name>
2
3 We build <what you build>. This profile highlights our core repos, docs, and community
→ spaces.
4
5 ## Start Here
6 - Contributing: https://github.com/<org>/.github/blob/main/CONTRIBUTING.md
7 - Code of Conduct: https://github.com/<org>/.github/blob/main/CODE\_OF\_CONDUCT.md
8 - Security Policy: https://github.com/<org>/.github/blob/main/SECURITY.md
9
10 ## Repos to Explore
11 - [repo-1] (https://github.com/<org>/repo-1) -- one-liner
12 - [repo-2] (https://github.com/<org>/repo-2) -- one-liner
13
14 ## Community
15 - Discussions: https://github.com/<org>/discussions
16 - Website: https://<org>.example.com
```

3.3 Organization Members-Only profile/README.md

```
1 # <Org Name> -- Member Handbook
2
3 Welcome, members! This internal profile surfaces our most-used links.
4
5 ## Onboarding
6 - Checklist, role guides, and calendars
7
8 ## Engineering
9 - Environments, on-call runbooks, escalation paths
10
11 ## Security
12 - Reporting, secret handling, dependency policies
13
14 ## Operations
15 - Weekly rituals, roadmaps, planning docs
```

4. Optional: Auto-Refresh Your Personal Profile

This GitHub Actions workflow updates a “*Recently active*” section in your personal README.md daily using the GitHub API (no external services).

4.1 Add markers to your README.md

```
1 <!-- recent:start -->
2 <!-- recent:end -->
```

4.2 Workflow file .github/workflows/refresh-profile.yml

```
1 name: Refresh Profile
2 on:
3   schedule:
4     - cron: "0 9 * * *"    # daily 09:00 UTC
5   workflow_dispatch: {}
6 permissions:
7   contents: write
8   pull-requests: write
9   actions: read
10  checks: read
11  statuses: read
12
13 jobs:
14   update:
15     runs-on: ubuntu-latest
16     steps:
17       - uses: actions/checkout@v4
18
19       - uses: actions/github-script@v7
20         id: gen
21         with:
22           script: |
23             const res = await github.rest.repos.listForUser({
24               username: context.repo.owner,
25               sort: "updated",
26               per_page: 5
27             });
28             const items = res.data
29             .map(r => `-- [${r.name}](${r.html_url}) -- ${r.description ?? ""}`)
30             .join("\n");
31             core.setOutput("block", `\\n### Recently active\\n${items}\\n`);
32
33       - name: Inject section
34         shell: bash
35         run: |
36           BLOCK="${{ steps.gen.outputs.block }}"
37           awk -v repl="$BLOCK" '
38             BEGIN{printed=0}
39             /<!-- recent:start -->/ {print; print repl; skip=1; next}
40             /<!-- recent:end -->/ && skip {print; skip=0; printed=1; next}
41             !skip {print}
42             END{
43               if (!printed)
44                 print "\\n<!-- recent:start -->\\n" repl "\\n<!-- recent:end -->\\n"
45             }
46             ' README.md > README.md.new
47             mv README.md.new README.md
```

```

48
49   - name: Commit
50     run: |
51       git config user.name "github-actions[bot]"
52       git config user.email "41898282+github-actions[bot]@users.noreply.github.com"
53       git add README.md
54       git commit -m "chore: refresh profile" || echo "No changes"
55       git push

```

Notes

- This workflow runs on your **personal profile repo** (named exactly like your handle).
- You can add more sections (e.g., latest blog posts) by expanding the `github-script` step.

5. Good Practices Checklist

- Keep READMEs **short**, **scannable**, and **link** to deeper docs.
- Use **relative image paths** (e.g., `assets/banner.png`) for portability.
- Prefer **badges** for status: CI passing, license, coverage, latest release.
- Pin 6–8 best repositories on your profile for fast orientation.
- Revisit quarterly: update links, clean up stale sections, refresh screenshots.

6. Badge Snippets (Shields.io)

```

1 ! [CI] (https://img.shields.io/github/actions/workflow/status/<owner>/<repo>/ci.yml)
2 ! [License] (https://img.shields.io/github/license/<owner>/<repo>)
3 ! [Release] (https://img.shields.io/github/v/release/<owner>/<repo>)
4 ! [Issues] (https://img.shields.io/github/issues/<owner>/<repo>)

```

7. Troubleshooting (Fast)

- **README not showing?** Verify repo name and path:
 - Personal: `<handle>/README.md` on default branch.
 - Org public: `.github/profile/README.md` (public repo).
 - Org members: `.github-private/profile/README.md` (private repo).
- **Images broken?** Use relative paths and ensure files are committed to the same repo.
- **Action didn't run?** Check workflow path and permissions; make a manual `workflow_dispatch`.

Tip: This PDF uses `minted` if available and falls back to `listings`. If you prefer `minted`, compile with `-shell-escape` and ensure Pygments is installed.