

## YOUR PERSONAL BIO

A personal bio is a short summary that introduces yourself, highlighting your strengths, experience, goals, motivations and passions. A personal bio is an important part of your personal brand, which is used to market yourself and your careers to future employers. A 10 line bio can be used as a summary in many ways, for example your LinkedIn profile, or as part of an introduction email to the team where you are undertaking your work experience. Alternatively, you can use a shortened version (3 - 4 lines) on your resume under the subheading of "Career Profile" or as the basis to your elevator pitch. This worksheet can be used to construct your personal bio by piecing together the answers to the questions below.

### EXAMPLE OF A STUDENT BIO:

- 1** Currently studying a Bachelor of Computer Science (Advanced) at the University of Adelaide, **2** I am highly skilled in project management, coding and risk modelling. **3** During my degree studies, I have particularly enjoyed undertaking research to gain new insights into potential fields I want to pursue.
- 4** In the future I wish to pursue a career involving data science where I hope to translate data and improve commercial decision making. This aligns with my strengths in problem solving, communication and presenting information intuitively.
- 5** I have proven experience as a Research Student at NEM Systems. Their Farlay product provides data analytics on under-performing mining assets and real-time equipment monitoring. I've impacted the Farlay product through my implementation of a client-facing products and features. The mining industry (any many others) present many interesting problems in need of automating a solution that is highly interpret-able to end users.
- 6** Outside of study, I enjoy travelling and have spent a year in Denmark which was a fabulous experience.

### WRITING STRUCTURE:

1.	What are you studying?	(Page 2)
2.	What are your three top hard skills?	(Page 2 - 3)
3.	What have you particularly enjoyed in your degree? (more specific)	(Page 4)
4.	Which industry would you like to work in? What do you want to actually do in your job? What direction do you want your career to go and how does this align with your soft skills?	(Page 5 - 9)
5.	What proven work experience do you have?	(Page 10)
6.	What do you do outside of study?	(Page 10)

To be continued...

## 1 WHAT ARE YOU STUDYING ?

Currently studying a ... ..

### EXAMPLES:

- Currently studying a Masters in Accounting and Finance at the University of Adelaide,
- Currently studying a Bachelors of Engineering with honours at the University of Adelaide ,
- Currently studying a Bachelor of Science at the University of Adelaide,

**INSERT YOUR RESPONSE**

## 2 WHAT ARE YOUR THREE TOP HARD SKILLS ?

I have developed outstanding skills in ... .. / I am highly skilled in ... ..

### EXAMPLES:

- I have developed outstanding skills in policy writing, business intelligence and qualitative research.
- I have developed outstanding skills in SQL, SEO marketing and analysis.
- I am highly skilled in circuit design, data analysis and product development.
- I am highly skilled in auditing, data analysis and SEO marketing.

**INSERT YOUR RESPONSE** (Choose **HARD SKILLS** from the list on page 3 or add your own)

To be continued...

### EXAMPLE OF HARD SKILLS:

- |  |   |
|--|---|
| <input type="checkbox"/> Agile methodologies                         | <input type="checkbox"/> Laboratory science                               |
| <input type="checkbox"/> Auditing                                    | <input type="checkbox"/> Laboratory analysis                              |
| <input type="checkbox"/> Authentication systems                      | <input type="checkbox"/> Learning management systems ( Blackboard canvas) |
| <input type="checkbox"/> Business development (sales)                | <input type="checkbox"/> Marketing campaign management                    |
| <input type="checkbox"/> Business forecasting                        | <input type="checkbox"/> Marketing strategy                               |
| <input type="checkbox"/> Business intelligence                       | <input type="checkbox"/> Neuroscience                                     |
| <input type="checkbox"/> Business monitoring                         | <input type="checkbox"/> Nutrition  |
| <input type="checkbox"/> Chinese / French/ German/ Spanish/ Japanese | <input type="checkbox"/> Pivot tables                                     |
| <input type="checkbox"/> Clinical research                           | <input type="checkbox"/> Policy analysis                                  |
| <input type="checkbox"/> Copywriting                                 | <input type="checkbox"/> Policy writing                                   |
| <input type="checkbox"/> Credit analysis                             | <input type="checkbox"/> Public health                                    |
| <input type="checkbox"/> CRM management                              | <input type="checkbox"/> Product development                              |
| <input type="checkbox"/> Curriculum design                           | <input type="checkbox"/> Program management                               |
| <input type="checkbox"/> Curriculum development                      | <input type="checkbox"/> Project coordination / project management        |
| <input type="checkbox"/> Cyber security                              | <input type="checkbox"/> Project execution                                |
| <input type="checkbox"/> Data analysis                               | <input type="checkbox"/> Project implementation                           |
| <input type="checkbox"/> Data engineering                            | <input type="checkbox"/> Quality control                                  |
| <input type="checkbox"/> Data mining                                 | <input type="checkbox"/> Renewable energy technologies                    |
| <input type="checkbox"/> Data presentation                           | <input type="checkbox"/> Report writing                                   |
| <input type="checkbox"/> Database entry and extraction               | <input type="checkbox"/> Research   |
| <input type="checkbox"/> Database management                         | <input type="checkbox"/> Research and development                         |
| <input type="checkbox"/> Digital communication                       | <input type="checkbox"/> Resource management                              |
| <input type="checkbox"/> Education planning                          | <input type="checkbox"/> Risk assessment                                  |
| <input type="checkbox"/> Encryption algorithms                       | <input type="checkbox"/> Risk modelling                                   |
| <input type="checkbox"/> Environmental impact statements             | <input type="checkbox"/> Search engine optimisation                       |
| <input type="checkbox"/> Environmental science                       | <input type="checkbox"/> Social media marketing                           |
| <input type="checkbox"/> Environmental management                    | <input type="checkbox"/> Software development                             |
| <input type="checkbox"/> Event planning                              | <input type="checkbox"/> Stakeholder management                           |
| <input type="checkbox"/> Financial planning                          | <input type="checkbox"/> Systems integration                              |
| <input type="checkbox"/> Financial planning/ modelling               | <input type="checkbox"/> Tax management                                   |
| <input type="checkbox"/> Financial statements                        | <input type="checkbox"/> Teaching   |
| <input type="checkbox"/> GIS   | <input type="checkbox"/> User experience design                           |
| <input type="checkbox"/> Google analytics/ Facebook analytics        | <input type="checkbox"/> User interface design                            |
| <input type="checkbox"/> HTML/ JAVA /C++ / Python/ MATLAB/ SQL/ R    | <input type="checkbox"/> Other _____                                      |

To be continued...

### 3 WHAT HAVE YOU ENJOYED IN YOUR DEGREE ?

During my degree studies, I particularly enjoyed ... ..

I particularly enjoyed ... ..

The part of my degree that I enjoyed the most was ... ..

**Try and be authentic here. Reflect on what you have truly enjoyed. Employers value passion and authenticity.**

#### EXAMPLES:

- During my degree studies, I particularly enjoyed the analysis of the current SEO marketing strategies employed by Top 100 companies in Australia.
- During my degree studies, I have particularly enjoyed the practicals in the labs and the project work.
- In my degree I have particularly enjoyed using statistical software to investigate the political bias on social media.
- I particularly enjoyed the collaborative project work and presenting our findings to the wider group.
- I particularly enjoy learning about gender equality in Uganda and other developing countries.
- The part of my degree that I enjoyed the most was a group project where we designed and built a rocket which we then entered into a national competition.

#### INSERT YOUR RESPONSE

To be continued...

#### 4.1 WHICH INDUSTRY WOULD YOU LIKE TO WORK IN ?

In the future I would like to pursue a career in ... .. industry(ies) / sector(s)

In the future I would like to work in ... ..

##### EXAMPLES:

- In the future I would like to pursue a career in the home construction industry
- In the future I would like to pursue a career in the education sector
- In the future I would like to pursue a career in the professional services sector
- In the future I would like to pursue a career in the banking sector
- In the future I would like to work in border protection
- In the future I would like to work in the robotics industry

**INSERT YOUR RESPONSE** (Choose industry(ies) and sector(s) from the list on page 6)



**EXAMPLE OF INDUSTRIES AND SECTORS:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Advertising                 | <input type="checkbox"/> Environmental management              | <input type="checkbox"/> NGO                          |
| <input type="checkbox"/> Agribusiness                | <input type="checkbox"/> Fashion                               | <input type="checkbox"/> Not for profit               |
| <input type="checkbox"/> Agriculture                 | <input type="checkbox"/> Finance                               | <input type="checkbox"/> Nutrition                    |
| <input type="checkbox"/> Arts                        | <input type="checkbox"/> Financial services                    | <input type="checkbox"/> Oil and gas                  |
| <input type="checkbox"/> Asset and wealth management | <input type="checkbox"/> Food and beverage                     | <input type="checkbox"/> Political system             |
| <input type="checkbox"/> Aviation                    | <input type="checkbox"/> Government                            | <input type="checkbox"/> Printing and publishing      |
| <input type="checkbox"/> Banking                     | <input type="checkbox"/> Health care                           | <input type="checkbox"/> Professional Services        |
| <input type="checkbox"/> Biotechnology               | <input type="checkbox"/> Higher education                      | <input type="checkbox"/> Property management          |
| <input type="checkbox"/> Border protection           | <input type="checkbox"/> Human resources community development | <input type="checkbox"/> Research                     |
| <input type="checkbox"/> Broadcasting                | <input type="checkbox"/> Immigration                           | <input type="checkbox"/> Robotics                     |
| <input type="checkbox"/> Business                    | <input type="checkbox"/> Industrial relations                  | <input type="checkbox"/> Secondary education          |
| <input type="checkbox"/> Child development           | <input type="checkbox"/> Infrastructure                        | <input type="checkbox"/> Social justice               |
| <input type="checkbox"/> Communications              | <input type="checkbox"/> International development             | <input type="checkbox"/> Space exploration            |
| <input type="checkbox"/> Community development       | <input type="checkbox"/> Labour relations                      | <input type="checkbox"/> Sport management             |
| <input type="checkbox"/> Construction                | <input type="checkbox"/> Legal/ justice                        | <input type="checkbox"/> Superannuation               |
| <input type="checkbox"/> Corporate communication     | <input type="checkbox"/> Market research                       | <input type="checkbox"/> Technology                   |
| <input type="checkbox"/> Corporate finance           | <input type="checkbox"/> Mechanical and electrical engineering | <input type="checkbox"/> Telecommunications           |
| <input type="checkbox"/> Defence                     | <input type="checkbox"/> Media                                 | <input type="checkbox"/> Transportation               |
| <input type="checkbox"/> Design                      | <input type="checkbox"/> Mining                                | <input type="checkbox"/> Travel/ tourism              |
| <input type="checkbox"/> Education                   | <input type="checkbox"/> Music                                 | <input type="checkbox"/> Utilities                    |
| <input type="checkbox"/> Energy                      | <input type="checkbox"/> NDIS                                  | <input type="checkbox"/> Work place health and safety |
| <input type="checkbox"/> Entertainment               |  |   |
| <input type="checkbox"/> Environment and recreation  |  |   |

## 4.2 WHAT DO YOU WANT TO ACTUALLY DO IN YOUR JOB ?

Where I would like to ... ..

### EXAMPLES:

- where I would like to **facilitate** employee transitions into workplace.
- where I would like to **implement** new creative models for to enhance user experience.
- where I would like to **provide** outstanding service to people from low SES area.
- where I would like to **safeguard** the rights of immigrants coming to Australia.
- where I would like to **evaluate** tax implications for industry clients.
- where I would like to **facilitate** a better understanding of cloud computing within the company.
- where I would like to **support** the implementation of new policies in local government.
- where I would like to **enhance** the quality of language education for secondary school students.
- where I would like to **deliver** exceptional quality control strategies.

**INSERT YOUR RESPONSE** (Choose VERB(S) from the list on page 7 and add a task)

To be continued...

**THIS EXERCISE BELOW WILL HELP YOU WITH THIS SECTION**

**1. Choose 3 verbs from each column**

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6
<input type="checkbox"/> Accomplish	<input type="checkbox"/> Compliment	<input type="checkbox"/> Embrace	<input type="checkbox"/> Illuminate	<input type="checkbox"/> Prepare	<input type="checkbox"/> Satisfy
<input type="checkbox"/> Acquire	<input type="checkbox"/> Compose	<input type="checkbox"/> Encourage	<input type="checkbox"/> Improve	<input type="checkbox"/> Present	<input type="checkbox"/> Save
<input type="checkbox"/> Adopt	<input type="checkbox"/> Conceive	<input type="checkbox"/> Endow	<input type="checkbox"/> Inspire	<input type="checkbox"/> Produce	<input type="checkbox"/> Sell
<input type="checkbox"/> Advance	<input type="checkbox"/> Confirm	<input type="checkbox"/> Engage	<input type="checkbox"/> Integrate	<input type="checkbox"/> Provide	<input type="checkbox"/> Serve
<input type="checkbox"/> Affect	<input type="checkbox"/> Connect	<input type="checkbox"/> Engineer	<input type="checkbox"/> Involve	<input type="checkbox"/> Pursue	<input type="checkbox"/> Share
<input type="checkbox"/> Affirm	<input type="checkbox"/> Consider	<input type="checkbox"/> Enhance	<input type="checkbox"/> Keep	<input type="checkbox"/> Realise	<input type="checkbox"/> Speak
<input type="checkbox"/> Alleviate	<input type="checkbox"/> Construct	<input type="checkbox"/> Enlighten	<input type="checkbox"/> Launch	<input type="checkbox"/> Receive	<input type="checkbox"/> Stand
<input type="checkbox"/> Amplify	<input type="checkbox"/> Contact	<input type="checkbox"/> Enlist	<input type="checkbox"/> Lead	<input type="checkbox"/> Reclaim	<input type="checkbox"/> Summon
<input type="checkbox"/> Appreciate	<input type="checkbox"/> Continue	<input type="checkbox"/> Enliven	<input type="checkbox"/> Make master	<input type="checkbox"/> Reduce	<input type="checkbox"/> Support
<input type="checkbox"/> Ascend	<input type="checkbox"/> Counsel	<input type="checkbox"/> Entertain	<input type="checkbox"/> Measure	<input type="checkbox"/> Refine	<input type="checkbox"/> Sustain
<input type="checkbox"/> Associate	<input type="checkbox"/> Create	<input type="checkbox"/> Enthuse	<input type="checkbox"/> Mould	<input type="checkbox"/> Reflect	<input type="checkbox"/> Take
<input type="checkbox"/> Believe	<input type="checkbox"/> Decide	<input type="checkbox"/> Evaluate	<input type="checkbox"/> Motivate	<input type="checkbox"/> Reform	<input type="checkbox"/> Tap
<input type="checkbox"/> Bestow	<input type="checkbox"/> Defend	<input type="checkbox"/> Excite	<input type="checkbox"/> Move	<input type="checkbox"/> Relate	<input type="checkbox"/> Trade
<input type="checkbox"/> Brighten	<input type="checkbox"/> Delight	<input type="checkbox"/> Explore	<input type="checkbox"/> Negotiate	<input type="checkbox"/> Relax	<input type="checkbox"/> Touch
<input type="checkbox"/> Build	<input type="checkbox"/> Deliver	<input type="checkbox"/> Express	<input type="checkbox"/> Nurture	<input type="checkbox"/> Release	<input type="checkbox"/> Translate
<input type="checkbox"/> Call	<input type="checkbox"/> Demonstrate	<input type="checkbox"/> Extend	<input type="checkbox"/> Open	<input type="checkbox"/> Rely	<input type="checkbox"/> Travel
<input type="checkbox"/> Cause	<input type="checkbox"/> Devise	<input type="checkbox"/> Facilitate	<input type="checkbox"/> Organise	<input type="checkbox"/> Remember	<input type="checkbox"/> Understand
<input type="checkbox"/> Claim	<input type="checkbox"/> Direct	<input type="checkbox"/> Finance	<input type="checkbox"/> Participate	<input type="checkbox"/> Renew	<input type="checkbox"/> Use
<input type="checkbox"/> Choose	<input type="checkbox"/> Discover	<input type="checkbox"/> Foster	<input type="checkbox"/> Pass	<input type="checkbox"/> Resonate	<input type="checkbox"/> Utislise
<input type="checkbox"/> Collect	<input type="checkbox"/> Discuss	<input type="checkbox"/> Further	<input type="checkbox"/> Perform	<input type="checkbox"/> Respect	<input type="checkbox"/> Validate
<input type="checkbox"/> Command	<input type="checkbox"/> Distribute	<input type="checkbox"/> Gather	<input type="checkbox"/> Persuade	<input type="checkbox"/> Restore	<input type="checkbox"/> Venture
<input type="checkbox"/> Communicate	<input type="checkbox"/> Draft	<input type="checkbox"/> Generate	<input type="checkbox"/> Play	<input type="checkbox"/> Retune	<input type="checkbox"/> Volunteer
<input type="checkbox"/> Compel	<input type="checkbox"/> Dream	<input type="checkbox"/> Give	<input type="checkbox"/> Possess	<input type="checkbox"/> Revise	<input type="checkbox"/> Work
<input type="checkbox"/> Compete	<input type="checkbox"/> Drive	<input type="checkbox"/> Grant	<input type="checkbox"/> Practice	<input type="checkbox"/> Sacrifice	<input type="checkbox"/> Worship
<input type="checkbox"/> Complete	<input type="checkbox"/> Educate	<input type="checkbox"/> Identify	<input type="checkbox"/> Praise	<input type="checkbox"/> Safeguard	<input type="checkbox"/> Write
					<input type="checkbox"/> Yield

**2. Narrow down to Top 6**

i \_\_\_\_\_ iii \_\_\_\_\_ v \_\_\_\_\_  
 ii \_\_\_\_\_ iv \_\_\_\_\_ vi \_\_\_\_\_

**3. Narrow down to top Top 2**

i \_\_\_\_\_ ii \_\_\_\_\_

To be continued...



#### 4.3 WHY DO YOU WANT TO DO THIS ? HOW DOES IT MATCH YOUR SOFT SKILLS ?

This aligns with my strengths in ... ..

##### EXAMPLES:

- This aligns with my strengths in creativity, teamwork and driving improvement.
- This aligns with my strengths in leadership, analysis and curiosity.
- This aligns with my strengths in persistence, teamwork, attention to detail and communication.

**INSERT YOUR RESPONSE** (Choose SOFT SKILLS from the list below)

##### EXAMPLE OF SOFT SKILLS:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Adaptability                 | <input type="checkbox"/> Digital literacy         | <input type="checkbox"/> Motivating others     |
| <input type="checkbox"/> Building relationships       | <input type="checkbox"/> Driving projects forward | <input type="checkbox"/> Persistence           |
| <input type="checkbox"/> Communication                | <input type="checkbox"/> Driving improvement      | <input type="checkbox"/> Presenting            |
| <input type="checkbox"/> Compassion/ empathy          | <input type="checkbox"/> Entrepreneurship         | <input type="checkbox"/> Problem solving       |
| <input type="checkbox"/> Cross cultural understanding | <input type="checkbox"/> Handling conflict        | <input type="checkbox"/> Relationship building |
| <input type="checkbox"/> Creativity                   | <input type="checkbox"/> Showing Initiative       | <input type="checkbox"/> Teamwork              |
| <input type="checkbox"/> Critical thinking            | <input type="checkbox"/> Listening                | <input type="checkbox"/> Written communication |
| <input type="checkbox"/> Decision making              |   |  |

To be continued...

## 5 WHAT PROVEN WORK EXPERIENCE DO YOU HAVE ?

I have proven work experience in / with ... / I have proven experience working for ...

### EXAMPLES:

- I have proven work experience in the hospitality sector where I work as a waitress for Cibo. I am responsible for serving customers coffee and processing orders efficiently.
- I have proven work experience with Woolworths in the marketing department. I was responsible for producing a report on alternative market segmentation strategies. This involved an in-depth analysis of the customer data base using Excel.
- I have proven experience working for the University as an international student mentor where I am responsible for coordinating exchange activities that promote wellbeing in the student community.

### INSERT YOUR RESPONSE

## 6 WHAT DO YOU DO OUTSIDE OF STUDY ?

Outside of study I enjoy ... / Outside of study I am in ...

### EXAMPLES:

- Outside of study I enjoy running. I am part of a University club where we train twice a week and run short sprinting distances.
- Outside of study I am in a music group where I play traditional Chinese instruments. We perform twice a year to local audiences.

### INSERT YOUR RESPONSE

Now put all the answers in your boxes together and you should have a professional looking summary for your LinkedIn profile. This will also be useful for your elevator pitch.