

Executive Bio Instructions

Qualified candidates that are willing and able to make a commitment to serve a two year term are encouraged to submit their names to the nominating committee no later than Wednesday, September 16th, 2009 at 3pm to be considered for a position. All nominations must be accompanied by an Executive Bio (150 words max), please do not submit your resume. Please Note: Submissions received without credentials will not be accepted.

"Do's" and "don'ts"... 4 top tips for writing your professional or personal bio:

- **Keep it short.** Remember, this is a bio (short, preferably not more than one page), not a biography or book (long).
- **Be selective** – don't list your entire professional or personal background, no matter how tempting it may be. (Save that for Mom and Grandma.)
- **Be specific** about:
 1. What you do
 2. What you have done
 3. How you can help solve problems, issues, etc, that are relevant to your skills.
- **Let your personality show.** People love to read about other people.

The biography is written in third person: he or she. Precise words are used. For example, you are told that he "served" as a director, not that he "was" one, and she "received" an award, not that she "got" the award. The style is not a slangy or particularly conversational.

Sample

Name	Philip Rubens
Position Applying For	Vice President
Professional Overview	<p>Philip Rubens came to East Carolina University after nearly twenty years of service to Rensselaer Polytechnic Institute. At RPI he developed many unique academic programs that relied on the impact of emerging technologies on the communication process; he also served as the Director of the Technical Writers' Institute and the Director of Graduate Studies. Before joining the RPI faculty he directed undergraduate and associate degrees at Michigan Technological University and William Rainey Harper College.</p> <p>His professional career outside of academia includes writing for the Wall Street Journal, the Democratic National Committee, LTV Aerospace, and various government agencies, as well as a considerable career in freelance writing. He has applied this combination of practical and academic experience to a variety of consultancies for major corporations and political agencies throughout the world.</p>