

Simple Guide to Creating Your Own Bio



When you land your first job, it's not uncommon for your employer to want to include a short bio about you. Patients value these because it helps create trust and connections with their dental provider. I've been hired to write lots of these over the years, but they are simple so here are some quick tips and samples to do it yourself.

Introduce Yourself and Your Credentials

Begin the bio by introducing yourself, and you will usually want to write it in the third person. For example, write "Jane Prophy is a dental hygienist" rather than "I am a dental hygienist."

State what year your relevant work experience began, such as "has been practicing professionally since 2019" or "has worked in the industry since 2010," (if you worked as an assistant or another position) and list any areas of specialized expertise.

Then finish the sentence with the school, program, and degree you achieved.

So, your first sentence could read something like this:

"Jane Prophy has been practicing dental hygiene since 2019, having graduated from the Springfield College Dental Hygiene Program with a Bachelor of Science."

Additional Relevant Experience, Education, and Credentials

If you have other relevant experience or training, you could list it in the next sentence as an option. For example:

"She also has a certification in diode laser training and worked for five years as a dental assisting prior to her dental hygiene career."

Notable Achievements, Volunteer Work, Professional Activity

It's early in your career so you may not feel you have anything else that's noteworthy yet. Having worked on lots of new graduate resumes, however, most of you do have one or two things you could consider including in achievements, volunteer work, or professional activity.

Here are some examples you could consider:

"While in school, Jane earned top graduate honors and was selected as recipient of the Hu-Friedy Golden Scaler Award for her standout performance."

"Jane is advocate for pediatric oral health and has committed much of free time to programs such as Give Kids a Smile and several presentations to elementary school children."

As you get further into your career, you may want to modify or add to this section by including association, study club, and other professional involvement or even contributions to the profession through consulting, speaking, and authorship. Consider the following examples:

"Her professional career has been punctuated by her work with industry colleagues in promoting oral health awareness, continuing education, and legislative advocacy."

"Jane is a published author and popular speaker, having written several articles and delivered numerous presentations to peers on the oral-systemic health connection."

Closing Statement

Conclude your simple bio by giving your patients just a brief glimpse of who you are outside of dentistry. If you like rock climbing, have pets, or are a master at making caramel popcorn, share it. Just be cautious about sharing too much information about family or where you live as your safety is far more important than transparency. Here are some possible ways to conclude:

"Finally, she enjoys exercise, travel, and her family when not providing her patients with outstanding care."

"When not creating beautiful smiles, she loves to take off for long runs with her friends and dog "Buddy" or attend martial arts classes."

Final Thought

Once your bio is finished, keep in mind your story isn't over. It's important to keep refining and adding to it throughout your career.