

Style Guide for Student Bios

Note - A bio should be updated at least once a year or after any significant achievement.

- Length** 150-200 words.
- Tone** Student Bios can be informal. Use your first name or appropriate pronoun throughout the bio. *Professional bios after graduation are normally more formal in tone and your last name or appropriate pronoun should be used.*
- Content** Present a well-rounded picture of yourself both as a student and individual. Avoid long explanations or specific details on any one event or accomplishment. Avoid the use of descriptive adjectives or adverbs. Just the facts, please. Keep a public audience in mind when deciding on content and tone.
- Format** Begin with your first and last name, class year, and where you are from. Mention where you graduated from high school and any specific honors or awards from that time. *High school accomplishments become less relevant for juniors and seniors.* Transition to your Dartmouth experiences by the second or third sentence. Focus first on academics and then co-curricular and interests/accomplishments. Conclude with career interests and/or future plans.

Sample Bio of a First-Year or Sophomore

Jill Baldwin '18 comes from Lexington, Kentucky and graduated from Westview High School as an AP Scholar with Distinction. At Westview, Jill was the captain of the debate team and earned several awards in regional speech competitions. She also participated in the Leadership Institute, National Honors Society, and Student Government. At Dartmouth, Jill plans to pursue a major in Chemistry with a minor in public policy. She is a member of the Dartmouth Varsity Equestrian Team and works as a volunteer instructor at the High Horses Therapeutic Riding Program in Norwich, VT. After graduation, Jill plans to attend medical school and pursue a career in public health education.

Sample Bio of a Junior or Senior

Alisdair Brodie '15 grew up in Scotland and graduated from the International School of Aberdeen. At Dartmouth, Alisdair is a double History and Economics major. He is currently an executive editor for the Dartmouth Law Journal, a member of Dartmouth Roots, and has worked as a photographer since his freshman year for the Rockefeller Center. Alisdair is on the varsity soccer team and is active in the Dartmouth Outing Club as an Outing Club Freshman Orientation Trip leader. He has worked several terms as a researcher for the Rockefeller Center's Policy Research Shop and has held internships on Capitol Hill and with a New York law firm. After graduation, Alisdair plans to spend the summer traveling in Europe before entering Harvard Law School in the fall.