
Drafting Your Trade Portfolio

A Biography is a story about a person, in this case, the person is you.

In your Biography you will:

- Introduce yourself with a concise few sentences that shows who you are.
- Clarify your aspirations with the steps you are taking to reach your goal.
- Write strategically to showcase your achievements that relate to your current goals.
- Be personable and add some information about you such as interests, volunteer activities, and hobbies.
- Include your contact information.

You will want to Explore

- Who are you, the writer? (What image or persona do you want to project?)
- Who is your reader?
- What is your purpose?

Ask yourself questions

- These questions might help you begin writing. Start with making some brief bullet point notes.
- Who? What? Where? When? Why? How? So What? As you write about yourself.

Introduce yourself.

Keep it concise. Include: your name, current role and studies.

Outline your Aspirations

Write a bit about your main career goal and the steps you are taking to reach it.

Document your Achievements

Here you will put in evidence of what you have done up to this point. This can include certificates received and education completed.

Be Personable

Let your personality show here with information on your hobbies, any volunteer activities, and how you like to spend your time.

Contact Information

Include your contact information so people can reach you.

Edit

Edit thoroughly to make sure the content is accurate and the grammar is correct.

Add your Biography to your Portfolio