

# The Proof Angel Quick Guide to

## Writing a bio

### Look around and see what other people are doing

- In your line of business or genre, what do people expect?
- Look out for things you could say that make you a little different.
- What is usual, what is dull, and what catches your eye.
- Learn from the mistakes of others.
- Make a list of what you need to cover.

### When drafting your bio

- Decide where to draw the line, and choose what to share.
- Make local connections.
- Keep it relevant and short.
- Don't state the obvious.
- Personalise your bio each time you use it, if possible.
- Use a suitable picture.



The Proof Angel is the trading name of Sarah Perkins, freelance editor and proofreader.

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