**Tips for writing your faculty bio**

A succinct, well-written bio tells your story and gives visitors to the Keck School website insight into what you’re about — your work, your education, and what drives you.

Whether you’ve had a long career or are a rising faculty member, bios have a formula:

NAME, HONORIFIC, TITLE, any ENDOWMENT, CHAIR of a department, or head of an INSTITUTE.

[Tom Buchanan’s bio](https://keck.usc.edu/faculty-search/thomas-a-buchanan/) is a good example:

*Thomas A. Buchanan, MD, is Professor of Medicine, Obstetrics and Gynecology, and Physiology and Biophysics; Vice Dean for Research; Chief of the Division of Endocrinology and Diabetes in the Department of Medicine in Keck School of Medicine at the University of Southern California (USC) in Los Angeles. He is also the founding director of the Southern California Clinical and Translational Science Institute.*

That tells the reader just about everything they need to know, or at least the basics.

If you have an endowed professorship or department chair, that should be in there too, after the faculty title. Example:

[*Narsing A. Rao*](https://keck.usc.edu/faculty-search/narsing-a-rao/)*, MD, is Professor and Chair of Ophthalmology; the Grace and Emery Beardsley Chair in Ophthalmology; and Co-Director of the Roski Eye Institute.*

The rest of the bio flows from there. You can include as many or as few details as you’d like, though a substantive bio should be somewhere between 250 and 500 words. Even someone with decades of experience can write economically. Hit the highlights.

After that first paragraph, here are some elements the rest of your bio can include:

* Your career arc: past positions, fellowships, appointments, and recognitions
* Your area of focus, expertise, or interest, when it comes to research, education or policy
* Your education. Include undergraduate, postgraduate and doctoral degrees, with details about your accomplishments
* What you hope to achieve in your current position
* What interests you outside of medicine. Example: “Dr. Doe is a skilled hiker who has completed the SoCal Six-Pack of Peaks Challenge.” Which is a real thing!

This line, from [Nada Elbuluk’s](https://keck.usc.edu/faculty-search/nada-elbuluk/) profile, is a good example of a statement of purpose:

*She is honored to be a dermatologist at USC and to be able to serve the diverse population of Los Angeles.*

And this section in [Sabrina Smiley’s](https://keck.usc.edu/faculty-search/sabrina-smiley-md/) bio about where she’s from is a great example of a backstory that tells people about where you’re from and what you care about:

*Dr. Smiley was born and raised in Selma, Alabama, a historic civil rights city that has greatly influenced her interest in health disparities. She has dedicated her career to engaging historically marginalized populations in research aimed at eliminating health disparities and advancing health equity.*

After you’re done with a first draft, let a family member, friend or colleague look it over, then make revisions. Writing is rewriting, after all. And have fun!