# Attorney Bio Template

Name:

Title:

Direct Dial:

Fax:

E-Mail:

Office Location:

*[Insert short bio (one or two paragraphs) in narrative form. Bio can include your title, the date you joined the firm, areas of specialization, prior experience, etc. but should not include the information in bullet points below.]*

**Practice Areas**

* Practice Area 1
* Practice Area 2
* Practice Area 3

**Admitted to Practice**

* Court, Year
* Court, Year
* Court, Year

**Education**

* School, Degree, Year
	+ Honors
	+ Activities
* School, Degree, Year
	+ Honors
	+ Activities

**Professional or Trade Affiliations**

* Organization 1
* Organization 2
* Organization 2

- - -

*[the following sections are optional, populate those that apply and remove the sections that don’t]*

**Honors & Awards**

* Award 1
* Award 2
* Award 3

**Publications**

* Name of Article, Name of Publication, Year Published
* Name of Article, Name of Publication, Year Published
* Name of Article, Name of Publication, Year Published

**Speaking Engagements**

* Presentation Topic, Organization, Year
* Presentation Topic, Organization, Year
* Presentation Topic, Organization, Year

**Representative Experience**

* Case, Transaction 1 – Short Summary
* Case, Transaction 2 – Short Summary
* Case, Transaction 3 – Short Summary

**Community Involvement**

* Name of organization, office held (if applicable), year(s)
* Name of organization, office held (if applicable), year(s)
* Name of organization, office held (if applicable), year(s)
* Name of organization, office held (if applicable), year(s)
* Name of organization, office held (if applicable), year(s)

**Social Media**

* Facebook
* Twitter
* LinkedIn
* Google+
* YouTube
* Blog
* Other