

# GUEST SPEAKER BIO

## Instructions

Please complete the following bio sheet in as much detail as you feel necessary. We will be making copies and giving this sheet to students prior to the event. Alternatively, if you have another document or web source that you wish to use instead, please forward that information to us.

## Bio Template Tips

- Consider replacing our “image placeholder” with a professional profile picture.
- Add any links as either shortened URL links or QR codes for accessibility.
  - Shortened URL resource: <https://tinyurl.com/app>
  - QR Code generator resource: <https://www.qrcode-monkey.com/>

## Presentation Tips

- We suggest having some sort of visual aid when presenting either using the slide show we provide or your own.
- The Google slides entitled “Guest Speaker Slides Template” provided will have the same prompts below pre-filled along with extra sample formatting slides.
- Consider taking the information you type out below and copy/paste it to the slides.
- If including videos embed them and hyperlink the URL at the bottom as a back-up.

Thank you again for agreeing to speak with our students. Our goal is to encourage students to explore different career fields, so the more your presentation can highlight the need and/or opportunities for young people the better success we will have.

[INSERT NAME]

[INSERT JOB TITLE]

### Challenges

- Calibri 11



### Skills & Qualities

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### Background

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Suggested topics:

*Provide an overview of your role at your job.*

*What are your responsibilities?*

### Education

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Suggested topics:

*What education and/or qualifications are needed to succeed in your career?*

*What continual education do you participate in?*

### About Me

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Suggested topics:

*What inspired you to pursue this career?*

*How have your experiences influenced your success in your career?*



### Contact Info.

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“[INSERT ADVICE]”