Congratulations! As an authoritative expert, you have been selected to participate in an upcoming NCBA CLE. Help your peers and program attendees get to know you better through an engaging (but brief!) professional biography.

Below you’ll find some samples and tips for writing a compelling bio — or tailoring an existing one — that will highlight your topic-related expertise, showcase your professional accomplishments, and demonstrate your qualifications.

**Length & Format:**
- Limit your bio to a brief paragraph of 100-150 words (approximately 5–7 sentences).
- Write in complete sentences to form a short paragraph. (No bullet points, please.)
- Submit as a separate document (MS Word file type, unprotected)
- Any bio that exceeds the word limit may be revised at the discretion of NCBA staff to meet the required length.

**Content:**
- Include the following information:
  - Name and location of your current employer (law firm/company/organization)
  - Your title/role (partner, member, etc.)
  - Relevant prior experience related to your presentation topic and the CLE program
  - Educational background
  - Specific awards, acknowledgments and/or achievements
  - Optional – 1 personal sentence (e.g., about your family/spouse/children, what you do for fun, involvement in your community, etc.)
  - Optional – Contact information

**Tone:**
- Present information in a casual but professional tone that is conversational in nature and not overly formal.
- Write clear, concise sentences in the third-person.
- Use the active voice whenever possible.
Sample 1:
Chad D. Garrett, a former prosecutor, is a partner in Garrett, Walker, Aycoth & Olson PLLC. He represents clients in Greensboro, High Point and Asheboro, concentrating on criminal, traffic and impaired driving matters. Chad has received advanced training in drug recognition cases, impaired driving homicides, forensics, cross-examination techniques and crash reconstruction cases through national-level courses. He is a graduate of the UNC-CH School of Law, former president of the Greensboro Criminal Defense Lawyers Association, and member of the North Carolina Bar Association's Criminal Law Section Council. With the NCBA, he has published three practical “pocket guides” (The ABCs of Criminal Court, The ABCs of DWI, and The ABCs of Traffic Law) and participated in numerous CLE programs as a planner and a speaker. Through this dedicated involvement, Mr. Garrett earned an NCBA CLE Volunteer of the Year Award. Contact him anytime at (336) 379-0539, office@GWA-law.com, or through his website, www.garrettandwalker.com.

Sample 2:
Jennifer R. Smith is a practicing attorney at The Doyle Law Group, P.A., Attorneys at Law in Raleigh, where she specializes in family and divorce law. She was certified by the North Carolina State Bar as a Family Law Specialist in 2009 and recertified in 2015. While attending the North Carolina Central University School of Law, Jennifer was a member of the senior editorial staff at the NC Central Law Journal. She was awarded the Outstanding Family Student Award from the North Carolina Chapter of the American Academy of Matrimonial Lawyers in 2003. Published by the NCBA, Jennifer co-authored Practical Skills for North Carolina Family Law Paralegals, an accomplishment that she is very proud to have completed. In her spare time, Jennifer is active in the Triangle community and enjoys reading, cooking, and spending time with her family and pets.