

## TLPCA Guidelines for Writing a Biographical Statement

**Biographical Statement of Presenters (max: 50 words)** – Each presenter should submit a brief description of their background, highlighting how they wish to be identified in the conference program. The statement should include the presenter’s current title, professional affiliations, organizational involvement, and areas of expertise.

Please consider the following when developing the biographical statement:

**Use Your Name Instead of “I”:** Refer to yourself by your full name or appropriate title on first mention (e.g., “Dr. Smith,” “Mr. Jones,” “Ms. Hernandez”). In subsequent references, use your last name or pronouns (“she,” “he,” or “they”).

**Keep It Concise and Relevant:** Include pertinent professional details such as your current title, workplace, credentials, educational background, and areas of specialization. Briefly highlight any notable achievements or affiliations.

**Maintain a Professional Tone:** Write clearly and formally, focusing on the facts of your background and expertise. Save personal anecdotes or casual language for informal settings.

**Highlight Key Accomplishments:** Emphasize contributions you have made to your field. Mention awards, publications, or leadership roles that underscore your professional credibility.

Below is an example biographical statement:

**Dr. Jennifer Smith** is a licensed professional counselor with over 15 years of experience working in community mental health settings. She earned her PhD in Clinical Psychology from the State University. She currently serves as the Clinical Director at Hope Counseling Center. Dr. Smith specializes in trauma-informed therapy and has presented at numerous state conferences on evidence-based treatment modalities for adolescents. She is also a board member of the Help for Tennessee Citizens. Dr. Smith has published articles in peer-reviewed counseling journals.