

Attorney Website Bio Template

Full Name

[text]

First Name / Nickname (if different from above)

[text]

Title(s)

[text]

Narrative

4-6 paragraphs, with each section being 1-2 paragraphs. Generally paragraphs should be 5 or fewer sentences. Sections:

1) **Introduction/overview:** Current position in your firm or, for solos/smaller firms, your location and geographic range of services. Rough number of years of practice experience. Brief statement of practice areas/focus. Something particularly noteworthy/relevant about you, your professional background, or your approach to practice.

2) **Practice and experience details:** More detail on your range of practice areas/services offered. If possible, summarize or list a few representative successes or categories of successes (i.e., depending on what is relevant to you: types and value of real estate deals; number of trials; impressive verdicts/settlements; very rough number of clients served – esp. if you do discrete matters like, i.e., filing bankruptcies).

3) **Strengths and mission/approach to practice:** E.g. do you have a practice philosophy (do you treat every client like your only client? do you emotionally support clients in addition to providing legal counsel? do you believe in preparing every matter as if for trial, in order to strengthen your bargaining position for a settlement?)? What are you like to work with, from a client's perspective, and/or what is your reputation among colleagues (E.g. are you known as caring? as a straight shooter? as a fighter? as

meticulous? as accessible/responsive?)? Is there a personal reason that you chose to go into your areas of practice that might resonate with potential clients?

4) Honors and particularly notable points from your resume: Talk about the professional background and honors most relevant to your current practice — with an eye toward experience that benefits your current clients. Did you hold prior positions that make you better at what you do now? Have you received particularly relevant or recent honors that would be meaningful to your clients?

(Resume-type points will be covered in the bulleted lists, but repetition/expansion makes sense in the narrative for particularly noteworthy items.)

5) Notable community involvement and/or personal facts.

Examples and further advice on drafting your bio narrative:

<https://www.themodernfirm.com/blog/gotw/best-attorney-bio/>

Bulleted Lists

Use those that are relevant/preferred.

Practice Areas

- [List]

Education

- [law school name], J.D. [honors, e.g. *summa cum laude*] ([year])
- [undergraduate school name], B.A. [honors, e.g. *summa cum laude*] ([year])

Bar and Court Admissions

- [list]

Professional Associations

- [list]

Honors

- [list]

Representative Work

- [list]

Publications

- [list]

Speaking

- [list]

Media

- [list]

Community Involvement

- [list]