



Professional Biography Guidelines

2026-2027

Overview

Please complete your professional biography in third person, as it would appear in print. (250 words or fewer)

A professional biography is not a résumé in paragraph form. It is a concise narrative that introduces who you are as an educator, what you believe about teaching and learning, and the impact of your work on students and school communities.

Your biography should not simply list your job history, but rather help readers understand your role, your impact, and your professional priorities.

Items to Include

In your biography, please include the following:

- The grade level and subject you currently teach (teachers) or the grade levels served at your school (principals)
- The name of your school, including city and state (as listed in the Louisiana School Finder)
- All degrees you hold, including the institution where they were received (e.g., Bachelor of Arts in Education from Louisiana State University)
- Any awards, honors, fellowships, leadership roles, or points of professional pride
- One to two sentences describing your instructional or leadership priorities and how they impact students

Writing Expectations

Third-Person Format

- Begin with your full name
- Use last name only after the first reference

Belief - Action - Impact

Strong biographies should reflect a clear connection between:

- What you believe about teaching and learning
- What you do because of that belief
- What changes for students or school communities as a result

Style Guidelines

- Spell out all degrees (e.g., Bachelor of Arts, Master of Education)
- Only capitalize subject areas when they are languages (e.g., English, Spanish)
- Spell out acronyms the first time they are used (e.g., American College Testing, not ACT only)
- Maintain a formal, professional tone appropriate for publication
- Avoid internal jargon or program language without explanation

Quality Expectations

Strong biographies should move beyond listing roles and responsibilities and instead clearly communicate impact.

Avoid:

- Long lists of job duties or responsibilities
- Résumé-style chronological descriptions
- Generic descriptors such as “dedicated educator” without supporting evidence
- Excessive acronyms or internal program names without context

Instead, focus on:

- How your work improves student learning
- How your practice reflects a clear instructional or leadership philosophy
- How your impact extends beyond your classroom or school

Priority Order of Information

Move from **what you do** to what **your work makes possible for students**.

Example References

See [examples of professional bios](#) for Alisha Butler, 2027 Louisiana State Teacher of the Year, and Lauren Rentrop, 2027 Louisiana State Principal of the Year.