**PROFESSIONAL BIOGRAPHY**

Please complete your professional biography in third person, as this will be used in promotional materials for the West Virginia Teacher of the Year Program including speaking opportunities and engagements. You will also need a headshot (color, portrait orientation, 5” x 7”). By completing this section, you agree that your biography and headshot may be used in all West Virginia State Teacher of the Year Materials. Please follow the content and style guidelines below.

In your bio, please include the following items:

» The grade level and subject you currently teach

» The school in which you currently teach, including city and state

» All degrees you hold include the institution where they were received (i.e., Bachelor of Science in Finance from the University of Connecticut)

In your bio, please follow the following style guidelines:

» Spell out your degrees (i.e., Bachelor of Art not BA)

» Only capitalize a subject area when it’s a language (i.e., capitalize English but not calculus)

» Use your first and last name in the first reference, but your last name only on second and subsequent references

» Spell out all acronyms the first time they are used

» 250 words