



Physician Assistant History Society®  
Honoring our History; Ensuring our Future

## Process for Creating Biographies

### Step One:

Contact the individual with our interest in their contribution to PA history. Request that they email you their CV or complete the BIO Sketch Form. Trustees/Historians may choose to draft the biography, or to request assistance from the PAHx staff to draft the BIO.

- ✓ Send a Biographical Sketch Form (if a CV or resume is not available)
- ✓ Send a Biographical & Photographic Permission to Use Form for their signature

Please request at least two photographs (a historical one and a recent headshot photo). If the individual would like to submit additional photographs to accompany their biography, the Society will use them if appropriate and space is available.

### Step Two:

Using the template provided below as a suggestion, prepare a written biographical summary. Staff can assist with this process by providing editing or writing if you would prefer to do a rough draft. Feel free to use bios already on the web site as a guide. The recommended BIO length is 750-1,000 words. Please visit the PAHx BIO webpage to review the recommended format: <https://pahx.org/bio/>

### Template for Written Biographies

**First - Introduction:** In the opening paragraph, describe one or more of the contributions that the subject made to the physician assistant profession. This paragraph should provide a summation of the individual's career highlights.

**Second – Early Years:** This paragraph should contain details of subject's early years--where they were born and raised, where they attended school, PA education, what drew them to the PA program.

**Third - Early Profession:** Use this paragraph to describe their PA education and early career. Provide details of their early accomplishments, and early involvement in the PA profession.

**Fourth - Main Body:** The remaining body of the biography should contain career accomplishments, awards, and organizations in which they served. This section can also be used for their contributions to the profession and their community.

**Last - Current Status:** The last paragraph should contain their current position and focus. You may also add personal details, such as hobbies, family, interests, etc.

**Acknowledgements:** Prepare acknowledgements for the biographical sketch, photos, and date completed.

### Step Three:

Once the biography is completed and proofed, staff will send the BIO to the individual for final approval and then upload the bio along with the photographs to the website.