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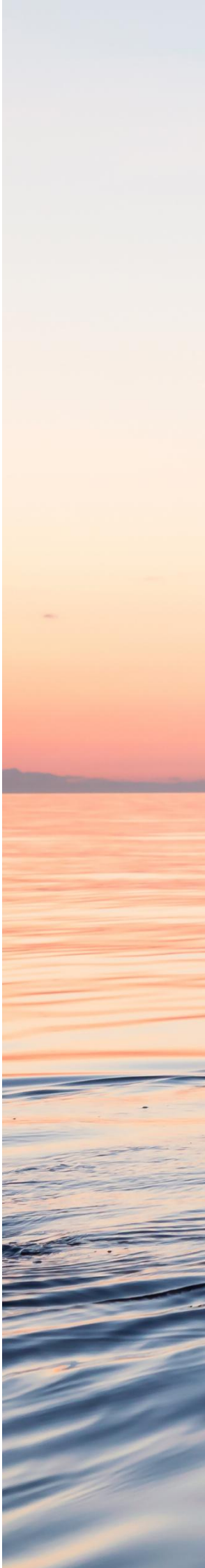
Board Resume Guide

Essential tips for a well-crafted Board resume



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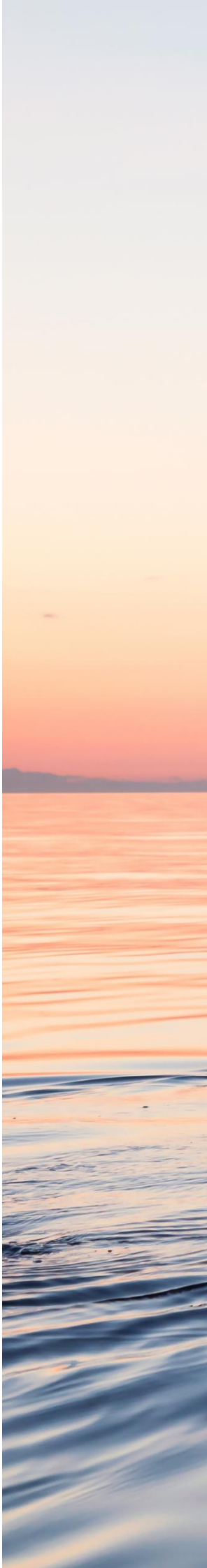
Board Resume Guide

A well-crafted Board resume is essential for Directors seeking new Board roles. It serves as a strategic document that highlights your governance experience, skills, and the unique value you bring to a Board. Whether you are an aspiring or seasoned Director, having a tailored Board resume can set you apart in a competitive landscape.

Importantly, this work needs to be done before reaching out to executive recruiters or activating your network. If you feel you need support in refining your resume or pitch, we strongly encourage engaging a qualified executive or career coach who specialises in Board readiness. Your network and executive search partners are not coaching resources - they are your strategic channels to market. Using them for coaching is a missed opportunity to leverage their value as collaborators in identifying and securing the right opportunities.

Comparison Table: Seasoned vs. Aspiring Director Templates

Aspect	Seasoned Director Template	Aspiring Director Template	Rationale
Personal Statement	Highlights extensive governance experience	Emphasises eagerness and commitment to governance	Tailors the narrative to the candidate's level of experience
Strategic Alignment & Value	Demonstrates alignment with strategic priorities	Shows ability to bring fresh perspectives	Reflects the candidate's ability to contribute to Board discussions
Board Experience	Lists multiple Board roles and committee positions	Not included	Seasoned Directors have relevant Board experience to showcase
Professional Experience	Senior executive roles	Managerial and consultancy roles	Matches the candidate's career level and relevant experience
Skills & Expertise	Comprehensive list of governance skills	Similar list	Both templates highlight key governance skills
Board Role Interests	Specifies sectors and types of Boards	Specifies sectors and types of Boards	Helps recruiters understand the candidate's preferences
Portfolio Career Overview	Overview of current Board positions	Not included	Relevant for seasoned Directors managing multiple roles
Governance Referees	Available on request	Available on request	Adds credibility and readiness for reference checks
Board Visibility & Thought Leadership	Highlights speaking engagements and publications	Highlights participation in events and forums	Demonstrates influence and engagement in governance circles



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1. Board Resume Template - Seasoned Director

Personal Information & Statement

Name: Jane Doe
Contact Information: jane.doe@example.com | +61 123 456 789
LinkedIn: linkedin.com/in/janedoe

Experienced Board Director with extensive governance experience across multiple sectors. Proven track record in strategic oversight, risk management, and stakeholder engagement.

Strategic Alignment & Board Value

Aligns with strategic priorities such as digital transformation, ESG, and risk governance. Brings deep industry expertise and a collaborative leadership style.

Prior Board Experience

- Director, XYZ Corporation (2015-Present)
- Chair, Audit Committee, ABC Ltd (2012-2018)
- Non-Executive Director, DEF Inc (2010-2015)

Professional Executive Experience

- CEO, GHI Enterprises (2005-2015)
- CFO, JKL Group (2000-2005)

Skills & Expertise

- Governance
- Risk Management
- Strategic Planning
- Financial Oversight
- ESG

Board Role Interests

Interested in roles within the technology, finance, and healthcare sectors. Open to both fiduciary and advisory Board positions.

Portfolio Career Overview

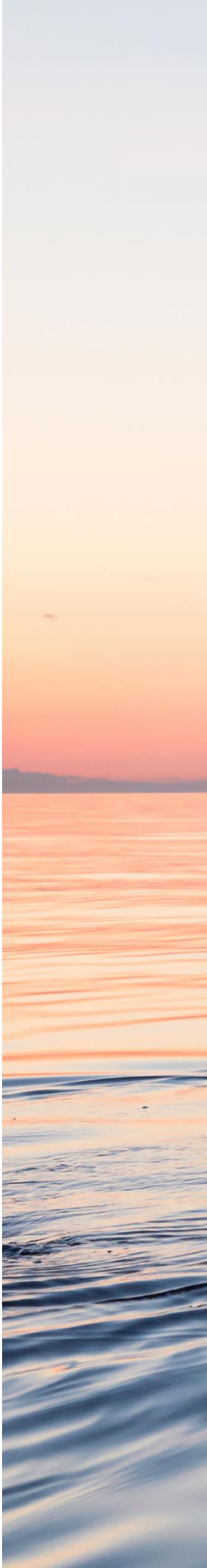
Currently serving on multiple Boards, balancing governance responsibilities with consultancy work.

Governance Referees

Available on request.

Board Visibility & Thought Leadership

Regular speaker at industry conferences, published articles on governance best practices, active member of AICD.



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2. Board Resume Template - Aspiring Director

Personal Information & Statement

Name: Jane Doe
Contact Information: jane.doe@example.com | +61 123 456 789
LinkedIn: linkedin.com/in/janedoe

Aspiring Board Director with a strong commitment to governance and a passion for strategic oversight. Eager to contribute fresh perspectives and innovative solutions to Board discussions.

Strategic Alignment & Board Value

Brings a unique blend of industry knowledge and functional expertise. Ready to support Boards in areas such as digital transformation and ESG.

Professional Executive Experience

- Senior Manager, MNO Corporation (2015-Present)
- Consultant, PQR Consulting (2010-2015)

Skills & Expertise

- Governance
- Risk Management
- Strategic Planning
- Financial Oversight
- ESG

Board Role Interests

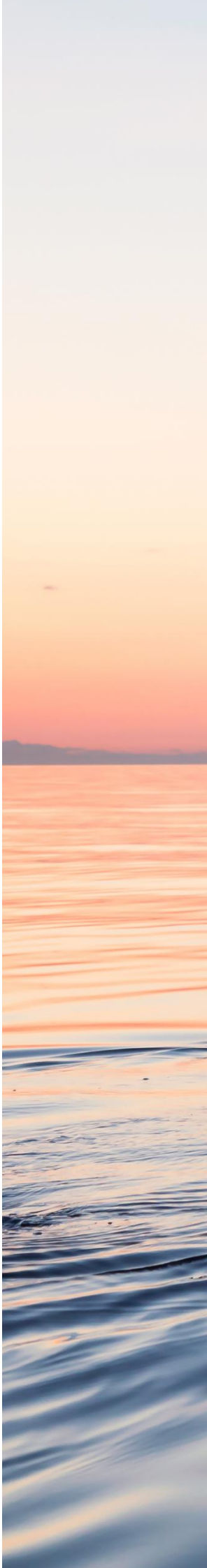
Interested in roles within the technology, finance, and healthcare sectors. Open to both fiduciary and advisory Board positions.

Governance Referees

Available on request.

Board Visibility & Thought Leadership

Active participant in industry events and forums, committed to continuous learning and professional development.



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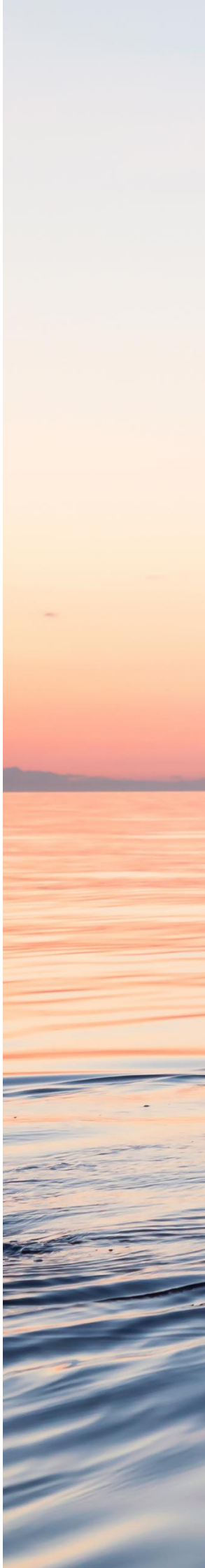
In Summary - Tips for Tailoring Your Board Resume

- ☐ **Highlight Relevant Experience**: Focus on governance roles, committee positions, and strategic projects.
- ☐ **Customise for Each Role**: Tailor your resume to align with the specific Board's needs and priorities.
- ☐ **Showcase Thought Leadership**: Include speaking engagements, publications, and contributions to governance forums.
- ☐ **Use Keywords**: Incorporate industry-specific and governance-related keywords to pass through applicant tracking systems.
- ☐ **Keep It Concise**: Aim for a one-page summary that captures your value proposition effectively.
- ☐ **Include Referees:** Provide governance referees who can vouch for your Board capabilities.
- ☐ **Contact Details:** Provide your mobile, email & LinkedIn details
- ☐ **Proofread**: Ensure your resume is free from errors and professionally formatted.



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