*Consider including a small corporate head shot in the top right corner of your resume.*

*Ensure the image is current.*

Your director resume should be 2 - 3 pages maximum. Be succinct and focus on what demonstrates your suitability as a director.

*This template is designed to be a guide, as your resume should be a reflection of our own style.*

**Profile summary**

[A 3 to 4 sentence ‘elevator pitch’ outlining your career experience, skills and attributes and how you would add value to a board.]

**Non-executive board and governance positions[[1]](#footnote-2)**

|  |  |
| --- | --- |
| **Company name*****Position***  | **Start date /finish date** |
| * Describe briefly the organisation in terms of size, nature and the services / products it offers.
* Describe your key contributions
 |
| **Company name*****Position***  | **Start date /finish date** |
| * Describe briefly the organisation in terms of size, nature and the services / products it offers.
* Describe your key contributions
 |
| **Company name*****Position***  | **Start date /finish date** |
| * Describe briefly the organisation in terms of size, nature and the services / products it offers.
* Describe your key contributions
 |
| **Company name*****Position***  | **Start date /finish date** |
| * Describe briefly the organisation in terms of size, nature and the services / products it offers.
* Describe your key contributions
 |

**Executive career summary[[2]](#footnote-3)**

|  |  |
| --- | --- |
| ***Your role, company name*** | **Start date /finish date** |
| * Describe briefly the organisation in terms of size, nature and the services / products it offers.
* Describe your key responsibilities
* Describe your key achievements
 |
| ***Your role, company name*** | **Start date /finish date** |
| * Describe briefly the organisation in terms of size, nature and the services / products it offers.
* Describe your key responsibilities
* Describe your key achievements
 |
| ***Your role, company name*** | **Start date /finish date** |
| * Describe the organisation in terms of size, nature and the services / products it offers.
* Describe your key responsibilities
* Describe your key achievements
 |

**Key skills and attributes**

* [List in bullet points your key skills and attributes developed through your career and board experience as they relate to boards/the role of a director.]
* Key skills
* Key attributes

**Education and qualifications**

[List in reverse chronological order your key education and qualifications.]

**Memberships**

[List in bullet points your current professional memberships and affiliations which are relevant to director roles.]

**Awards and presentations**

[List your key awards. If you have many awards, then select the most relevant to your role as a director.

If you have been published or presented papers, then summarise the nature of your work in this regard. If you have written many papers, then summarise papers written or include only key papers.]

**Referees**

Available on request.

[If requested to include referees, you can insert the names of two current referees who are best able to verify your skills as they relate to director roles. Include the context of your relationship with each referee.]

[Insert the Month, Year of this resume version]

1. *List in reverse chronological order board / governance roles that you have held. If you have held many such roles, consider summarising smaller / less significant roles into a single item. If you have not held board roles, consider whether you have other governance experience you can add such as JV committees, subsidiary board experience, community organisation committees etc* [↑](#footnote-ref-2)
2. *List in reverse chronological order your executive career roles over the last 15 years.* [↑](#footnote-ref-3)