Phone Number Email Address

Location (include city and state) LinkedIn profile link

Dear [*insert name of recruiter/contact*] [*insert position title*]

I am pleased to submit my application for the role of [*insert role and organisation*] and attach my curriculum vitae.

I am an experienced non-executive director and also have significant experience chairing Audit Committees following a 25-year career in XX, including XX years at a national level and involvement with global professional services firms. I would bring legal, finance, governance expertise and commercial acumen to the role, along with current board and committee chair experience.

I note the current structural and strategic changes that [xx] is undergoing. My current non- executive director roles are across a broad range of industries, all of which are undergoing, or implementing, some structural change, or responding to external operating or environmental changes, either at a sector or company level. I have been involved in leading the development of strategic plans and corporate strategy in the organisations of which I am currently a board member, in particular leading the delivery of reform of the corporate strategy and strategic plan as Deputy Chair of XX.

In my professional career I maintained a strong focus on advising on infrastructure transactions including government and private infrastructure. For over 15 years I was the representative on [*insert relevant organisation*]. I have a particular interest in the xx sector and have been a trusted adviser of xx for over xx years.

In summary, I would like to highlight the following skills and achievements I would bring to the organisation and the board

* a depth of legal, finance and governance expertise at both executive level and in the boardroom
* significant experience with member-owned organisations including through my current role where I serve serve on the board of xxx, an industry-owned organisation.
* strong engagement and communications skills, evidenced during my term as chair of the xxx board/committee
* an understanding of the importance of regional operations and the need to engage onsite with teams at those sites. My experience at xx has highlighted the importance and benefits of engaging with employees and stakeholders at major state-wide operation centres.

My interest in this role stems from xxx

I am actively managing the roles that I hold and can assure you that I can commit the appropriate time to this role. I am confident that I have the skills, experience, time and business acumen, as well as the enthusiasm to contribute positively to the board of xx and to assist xx in implementing its new operating models and ultimately to improve company performance.

I look forward to discussing the role further.

Regards

[insert name]

**INSERT NAME**

<Insert address location e.g. City, State>

<insert mobile number> <[insert](mailto:kerryn.newton@directorsaustralia.com) email address> DIN: XXX LinkedIn: XXX

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

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

*Ensure the image is current.*

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 positions1

|  |  |
| --- | --- |
| **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 | |
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**Executive career summary2**

|  |  |
| --- | --- |
| ***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 | |

*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*

*2 List in reverse chronological order your executive career roles over the last 15 years.*

**INSERT NAME**

# Key skills and attributes

* [List in bullet points your key skills and attributes developed through your career

# Education and qualifications

and board experience as they relate to boards/the role of a director.]

* Key skills
* Key attributes

[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]