

Writing an effective Board CV

Many women have a fabulous background, extensive experience and a range of key skills sought after by Queensland Government Boards. However, it is vitally important to do yourself justice in the information provided in your CV when seeking nomination to a Board.

Feedback from Boards has identified that many CVs are too long or old fashioned in format. Your CV is a key marketing tool to sell yourself to Ministers and departments in being nominated for Board appointments.

What to include in your Board CV

Ensure that the information provided is relevant to obtaining a Board position but keep it brief. You need to focus on what you have to offer in the areas of achievements, skills and strengths.

It's a good idea to do some planning in preparing your CV:

- consider the audience you are writing your CV for and look at the language used by those departments
- do some research about Boards and the departments that support them
- distil the key points you want to outline in your CV.

Aim for a maximum of three pages for your CV and only include relevant information – early work history and personal interests are not usually of interest to a Board.

Nominating departments often have to read through a large volume of CVs in order to propose the most suitable candidates to their Minister and to Cabinet.

On the first page of your CV only have information that is absolutely necessary – leave dates or other information for the following pages. The first page should include:

- your name and contact details
- a profile of your achievements, skills and strengths
- a concise statement of what you have to offer a Board.

When writing your profile make sure you get rid of excess words and capture the essence of what you want to say in a 2 or 3 sentences, use language such as:

A highly motivated business professional with experience in senior management, including 6 years as CEO of....

High level team experience across the tourism and information and communication technology industries.....

Key areas of achievement include strategic planning, business development, marketing and communications.....

Proven ability to work effectively with a range of consumers and community stakeholders....

Five years experience on not-for-profits boards...

Other important information to include in your CV

- career overview, including dates, positions and organisations (in reverse chronological order)
- selected key achievements
- Board/committee experience
- Your qualifications
- Membership of relevant organisations
- Relevant professional development

Formatting your CV

- make sure you use headings
- make sure you use margins and leave space at the top and the bottom of the page
- do not use a full page of bullet points and use space between points
- use fonts that are easy to read

Other tips

- be careful about using technical jargon
- use an Australian spell check
- name and number every page

In short your CV should be:

- maximum 3 pages
- first page is critical
- include your key selling points
- keep your profile to a concise overview
- get as specific as you can

For more information or advice on preparing your CV, please contact:

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