



## **On Board with Me Project**

# **PROFESSIONAL RESUME TEMPLATE**

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This Resume template has been designed to support the candidates applying for Board or employment roles. The format and presentation style has been reviewed by a professional recruiting agency to ensure it meets with contemporary standards.

While the content is flexible, it covers the following sections:

- Professional Summary
- Leadership Roles
- Professional Development
- Professional Experience
- Referees

Each section includes an explanation or intent, a suggested format and an example of content. By copying the format, and following the advice, you should be in a good position to present yourself for any role.

Brevity can be important, as your Resume is likely to be first reviewed by human resources personell, or even a computer. This is why the Summary is helpful. Consider including key words in this section that are relevant to the role so your candidacy jumps out from the others. In total, your Resume should be less than four pages.

If you are not sure you have it right – ask a friend or colleague to read through the Resume and provide some feedback.

Good luck!

August 2019

## SUMMARY

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### *Section Explanation*

The summary should provide a snapshot of who you are, and of your aspirations. This should be largely professional, and could include volunteering roles and something personal that makes a connection with the reader.

It can be helpful to update this section for each role you apply for, so that it is relevant. It should give a quick overview of why you are a good candidate for the role.

### *Format*

Paragraph text, written in the first-person, and about 150 words in length.

### *Example*

I am a qualified accountant and having worked for the past 10 years in financial compliance with the WA Department of Finance. I am seeking a role in governance, in the values based organisation in the WA Not for Profit sector.

I have worked in government agencies within WA, and consulted for local businesses with bookkeeping and taxation advice. I am a Certified Practising Accountant, and member of the local Chamber of Commerce.

A have a long-term commitment to community support and volunteering in my local Rotary club committee and Netball association and I have recently been supporting the Environmental Defenders Office pursuing my passion for animal welfare. I prepared Association Rules, and served on the committees which has helped me to develop a sound understanding of governance principles.

In my spare time, I enjoy following our local football and daily walks with my two dogs.

## LEADERSHIP ROLES

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### *Section Explanation*

List all significant leadership and volunteering roles. Eg. Board and committee appointments, Elected positions, Local community involvement

### *Format*

Start Date – End Date	Position Organisation
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### *Example*

2015 – Current	Board Director Disability Services Committee, Western Australian Government
2009 – 2012	President Cockburn Bay Rotary



you managed or team size. Key roles, eg. Management or advisory committee membership.

#### *Key Achievements*

- List the achievements you delivered personally, or were delivered by people you manage. Eg. Completed projects, Standards or guideline developed, Change management program, Delivered training
- Itemise each achievement (not more than five), and list each achievement in a separate dot point

#### *Example*

##### **On Board with Me Project Officer**

*Aug 2018 – Aug 2019*

##### ***People With disabilities WA***

Deliver Department of Communities funded 12-month “On Board with Me Project” (OBM) aimed at improving the representation rate of People with disability on Boards in the WA Community Services Sector. Engage key stakeholders in the project, including people with disability, governance and training organisations and disability services organisations. Identify and develop board candidates, undertake a survey the sector to benchmark diversity and inclusion rates, and develop strategies for improvement.

#### *Key Achievements*

- Developed an OBM Project Framework and Stakeholder Management Plan, and met with CEOs across the sector
- Designed and implemented the OBM Candidate Development Program that delivered governance and risk training and professional profile development for the 16 OBM Candidates who graduated from the course in July 2019
- Undertook the Board Disability Diversity survey of 88 disability organisation Board directors and CEOs to benchmark diversity and inclusion rates and identify opportunities and barriers to improving representation rates
- Designed and managed the Delivering Board Diversity breakfast event attended by 44 Board directors and Chairs, resulting in the first WA Disability Sector Board Chair Roundtable meeting aimed at improving inclusion rates
- Drafted the *Board Disability Diversity and Inclusion Report* – covering survey findings, analysis and improvement strategies and recommendations
- Drafted Board Disability Diversity Guide for People with disability

## **REFEREES**

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If Referees are required with your application, list them here. Include their current title, contact number and email address.

Your referees may change depending on the role for which you are applying. It can be acceptable to simply state here “*Referees can be provided on request*”, and then provide referees’ names when requested.