*NB: Fill in this word doc as best you can and then hire a designer on a website like UpWork:* [*https://www.upwork.com/hire/resume-design-freelancers/*](https://www.upwork.com/hire/resume-design-freelancers/?utm_campaign=SEMNonBrand_Google_INTL_Marketplace_Pmax&utm_medium=cpc&utm_content&utm_term&campaignid=20430066141&matchtype&device=c&partnerId=Cj0KCQjw9fqnBhDSARIsAHlcQYR_VSGtfsHOQa6pMquE5rlZcvUjQZenaJHIpPAXqtoBLWtDdkZl0zUaAurHEALw_wcB&utm_source=google&cq_cmp=20430066141&cq_plac&cq_net=x&ad_id)

*or Fiverr:* [*https://www.fiverr.com/gigs/cv-design/*](https://www.fiverr.com/gigs/cv-design/) *to really make the CV stand out from the crowd.*

***Curriculum Vitae***

[Your Name]

[Address]

[City, State ZIP Code]

[Phone Number]

[Email Address]

[LinkedIn Profile URL]

Include a professional photo of yourself (head and shoulders)

**Professional Summary**

[Provide a brief summary of your qualifications and what you bring to a board.]

Board-level competencies

- [Competency 1]

- [Competency 2]

- [Competency 3]

- ...

**Professional experience**

Current or previous position

[Company name]

[Location]

[Date started - date ended (month, year)]

- [Detail your responsibilities and achievements in this role.]

- [Emphasise contributions to the board if applicable.]

**Previous position**

[Company Name]

[Location]

[Date started - date ended (month, year)]

- [Detail your responsibilities and achievements in this role.]

- [Emphasise contributions to the board if applicable.]

**Education**

- [Degree earned], [Institution], [date (month, year)]

- [Additional degrees or certifications]

**Skills and expertise**

- [Skill 1]

- [Skill 2]

- [Skill 3]

- ...

**Board committees**

- [Committee 1], [Role and Responsibilities]

- [Committee 2], [Role and Responsibilities]

- ...

**Professional memberships**

- [Membership 1], [Position (if any)]

- [Membership 2], [Position (if any)]

- ...

**References**

Available upon request.

**Publications or speaking engagements**

- [Publication or Presentation Title], [Date]

- [Publication or Presentation Title], [Date]

**Notable achievements**

- [Achievement 1]

- [Achievement 2]

- ...

**Governance training**

- [Training/Course Name], [Institution], [Date (Month, Year)]

- [Training/Course Name], [Institution], [Date (Month, Year)]

**Personal statement or board philosophy**

[Optional: Include a brief personal statement or philosophy related to board governance.]

***[Optional: interests and community or charitable work]***

- [Interest/Hobby 1]

- [Interest/Hobby 2]

- ...

***FINALLY***

* Remember to customise this template with the specific details of your experience, education, and achievements.
* Format it in a clean and professional manner, and use appropriate headings and bullet points to enhance readability.
* And then hire an affordable CV designer on a website like UpWork: [https://www.upwork.com/hire/resume-design-freelancers/](https://www.upwork.com/hire/resume-design-freelancers/?utm_campaign=SEMNonBrand_Google_INTL_Marketplace_Pmax&utm_medium=cpc&utm_content&utm_term&campaignid=20430066141&matchtype&device=c&partnerId=Cj0KCQjw9fqnBhDSARIsAHlcQYR_VSGtfsHOQa6pMquE5rlZcvUjQZenaJHIpPAXqtoBLWtDdkZl0zUaAurHEALw_wcB&utm_source=google&cq_cmp=20430066141&cq_plac&cq_net=x&ad_id) or Fiverr: <https://www.fiverr.com/gigs/cv-design/> to *really* make the CV stand out from the crowd.