

# Board Résumé Writing Tips

**A** board résumé is the marketing tool in which you present your personal brand, built throughout your career.

When composing your board résumé, a format that is clearly organized, consistent, and contains the vital information presented below will keep the reader (nominating chair) engaged and give you a great advantage in landing your next board seat.

## ANNOUNCE YOUR VALUE PROPOSITION

- **DO NOT add your objectives.** DO add a brief summary statement (about three to four lines) at the beginning of the résumé which describes the value you bring to a board and to an organization. Distill your value through a leadership lens. Include the scope of your job responsibilities, public and private company experience, international experience, and any special skills you may possess. Remember to keep the tone professional.
- **In summaries of your professional experience,** include a one-line description of the organization; note whether each company was public, private, or nonprofit; include the firm's annual revenue (if applicable); and include your title, role, tenure, and highlights or accomplishments.
- **If you have been at the same company for many years,** separate your career into subsections according to your various, relevant positions. Keep the text in each section brief, while highlighting accomplishments; avoid using industry jargon or acronyms.
- **Be sure to list board service on your résumé.** Either create a separate section for boards on which you have served, or intersperse your board work, chronologically, with your "day jobs." Include committee experience and any position held (e.g., chair, lead director). Indicate whether the company was public, private, or nonprofit, its industry, and note its annual revenue and/or budget.
- **Include a section for education.** Dates of attendance or graduation can be helpful but are not mandatory.

## FORMAT

- **Use a consistent font;** doing so helps with flow and readability.
- **Keep your résumé concise,** limiting it to two or three pages in length.
- **Give complete contact information** at the top of your résumé, including your postal address, e-mail address, and phone numbers (mobile and landline).
- **Never include a photo.** This can distract your reader from absorbing your vital career information.

## EXTRAS THAT CAN MAKE A DIFFERENCE

- **Take the opportunity to connect** with your reader. Include a section showcasing any activities you pursue outside of work—including hobbies, sports, volunteer activities, family, and service you provide to your community.
- **Consider adding a section** that lists your foreign-language skills, public speaking engagements, memberships and affiliations, honors and awards, publications you've authored or in which you are quoted, links to any online references or publications, and/or links to personal media (such as a LinkedIn profile or personal webpages), keeping your résumé within the desired page length.

**NACD offers numerous resources** to help you pursue a board seat. If you have questions about your résumé or about NACD benefits, research, or the NACD Directors Registry®, please don't hesitate to reach out to your NACD Membership Advisor or the NACD recruitment team.

**We are always happy to work with our members.**

**You can reach your dedicated Membership Advisor at 571-367-3700 or via e-mail at [MembershipAdvisor@NACDOnline.org](mailto:MembershipAdvisor@NACDOnline.org).**