

CPA Directors Register

10 Tips for preparing a CV



Organisations seek finance, accounting and business leaders to fill key board positions. They seek quality professionals with the right mix of skills and experience.

It is important that your CV is constructed well to help you apply for a board appointment.

Your CV should be current and sufficiently detailed. It should outline your board experience and achievements, and highlight your core skills.

This guide is designed to help you develop an effective CV to assist you in being appointed to a board.

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- 01 | **PREFERRED CAREER PATH**
Outline your preferred career path as a board member which must include:
 - Industry
 - Type of role
- 02 | **EXECUTIVE AND BOARD LEVEL ACHIEVEMENTS**
Provide a series of power statements of up to 8 bullet points that summarises your experience at executive and board level, emphasising:
 - Achievements
 - Expertise/skills
 - Value to a board
- 03 | **BOARD AND COMMITTEE EXPERIENCE**
List your board and committee positions, commencing with the most recent appointment, detailing:
 - Position/title
 - Organisation name
 - Commencement date
 - Departure date
 - Industry sector
 - Locations – list countries
 - Annual revenue
 - Number of employees
- 04 | **EXECUTIVE EXPERIENCE**
Provide a brief summary of your executive employment highlighting your experience and achievements by industry sector. In reverse chronological order outline:
 - Purpose: Supply up to 3 sentences that describe the purpose and focus of the role
 - Accountabilities: Provide up to 5 key outcomes for which you were accountable, including:
 - Management level at which you operated
 - Types of decisions made
 - Results you were required to achieve
 - Achievements: Indicate up to 3 of your key achievements and the impact on the business
- 05 | **WEB SEARCH ON YOUR NAME**
Refer to your appearance on the web and give up to 3 web addresses that highlight your expertise
- 06 | **INTERNATIONAL EXPERT PRESENTATIONS**
Outline up to 4 presentations in reverse chronological order that you made as an expert, detailing:
 - Date
 - Location
 - Field of work
 - Title of presentation
- 07 | **FOREIGN LANGUAGES**
With the rapid globalisation of our markets, foreign languages will be a great advantage to a company. Indicate your fluency, by language, in:
 - Speaking
 - Writing
 - Reading
- 08 | **QUALIFICATIONS**
List in reverse chronological order:
 - Year
 - Qualification
 - Institution
- 09 | **PROFESSIONAL AFFILIATIONS**
List in reverse chronological order:
 - Year
 - Membership level
 - Organisation
- 10 | **REFEREES**
Whilst the referees will be provided later when you are in serious contention they should be used to:
 - Confirm your skills and experience
 - Boost your opportunity for a board interview
 - Support your board appointment

For further information about the CPA Directors Register visit www.cpaaustralia.com.au/links?directorsregister

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