



WomenCorporateDirectors
A Foundation Inspiring Visionary Boards Worldwide

Developing Your Board Bio

A board biography is not the same as a resume or CV. Rather, it frames your accomplishments and capabilities in leadership language. In your board biography, you want to sell yourself for success.

Here are examples of leadership language

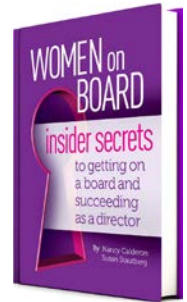
Worked on a project -- Team leader for a high priority project

Ran XYZ business -- Profit and loss responsibility for \$50 million business

Studied the impact of -- Completed rigorous analysis of issues and implications for the CEO

On technical team -- Key player in task force to develop marketing program for high-tech products

MBA, Columbia -- MBA, Columbia with major in finance and accounting



Action Tips

Review your current Resume/CV to find any experience gaps; once they're identified, strategize how you can get the experience you're missing (including at your current company).

Understand the skills most valued by boards. Currently trending are experience as a CEO, CFO or CPA, experience in BRIC and ASEAN countries, expertise in CAMS (Cloud, analytics, mobility and/or Social Media); and other technology experience such as data security.

If you speak more than one language, highlight that skill near the top of your biography.

Be sure to give yourself time to get the experience and expertise you're missing.

Change your elevator speech and resume to showcase the experience that a board member would need or admire. For example, if you're a great project manager, you're probably great at strategy. Say so! Think through initiatives you've led and get them into your go-to discussion points.

**Excerpted from Women on Board: Insider Secrets to Getting on a Board and Succeeding as a Director*