WGOB E-GUIDE
HOW TO USE AI TO WRITE YOUR BOARD RESUME

WGOB E-Guides provide tips for your board journey, empowering you with the confidence and courage to lead and serve on corporate boards.

Generative AI is a valuable tool that can be leveraged to assist you in crafting your board resume. Follow these eight steps to use ChatGPT or a similar generative AI program to write your board resume.

1. START BY CONSIDERING THE STRUCTURE AND CONTENT OF A TYPICAL BOARD RESUME. RESEARCH EXAMPLES OF BOARD RESUMES TO GET AN IDEA OF HOW THEY ARE FORMATTED AND WHAT INFORMATION TO INCLUDE. CLICK HERE FOR AN EXAMPLE TO GET YOU STARTED.

2. CREATE A LIST OF THE QUALIFICATIONS, SKILLS, EXPERIENCE AND ACHIEVEMENTS YOU POSSESS THAT ARE RELEVANT TO SERVING IN A BOARD POSITION. THESE MAY INCLUDE YOUR PROFESSIONAL BACKGROUND, LEADERSHIP ROLES, INDUSTRY EXPERTISE, EDUCATIONAL BACKGROUND AND ANY PREVIOUS BOARD EXPERIENCE.

3. OPEN CHATGPT AND TYPE YOUR REQUEST. FOR EXAMPLE, YOU COULD SAY: "I NEED HELP WRITING MY BOARD RESUME. CAN YOU ASSIST ME WITH CRAFTING A STRONG BOARD RESUME?"

4. ENTER YOUR QUALIFICATIONS, SKILLS, AND EXPERIENCE AND ASK THE PROGRAM TO INCLUDE THESE DETAILS. PROVIDE INFORMATION ABOUT YOUR PROFESSIONAL BACKGROUND, LEADERSHIP EXPERIENCE, INDUSTRY KNOWLEDGE AND ANY ACHIEVEMENTS YOU'VE HAD THAT ARE RELEVANT TO BOARD POSITIONS.

5. ASK CHATGPT TO HELP YOU STRUCTURE YOUR BOARD RESUME. REQUEST ADVICE ON ORGANIZING YOUR INFORMATION EFFECTIVELY AND WHAT SECTIONS TO INCLUDE. REMEMBER TO PHRASE EACH REQUEST AS A STRAIGHTFORWARD QUESTION, SUCH AS "HOW SHOULD I FORMAT MY BOARD RESUME?" OR "WHAT SECTIONS SHOULD I INCLUDE?"

6. COLLABORATE WITH CHATGPT TO CREATE THE VARIOUS SECTIONS OF YOUR BOARD RESUME. THERE WILL LIKELY BE SOME BACK AND FORTH BETWEEN YOU AND THE PROGRAM AS YOU WORK TO CONSTRUCT A COMPELLING PROFESSIONAL SUMMARY, HIGHLIGHT YOUR EXPERIENCE, SHOWCASE YOUR RELEVANT SKILLS AND DEMONSTRATE PAST ACHIEVEMENTS.

7. REVIEW AND REVISE THE CONTENT GENERATED BY CHATGPT TO ENSURE ACCURACY, CLARITY AND PROPER REPRESENTATION OF YOUR QUALIFICATIONS. MAKE ANY NECESSARY EDITS OR ADDITIONS TO ENHANCE THE OVERALL QUALITY OF YOUR RESUME.

8. FINALLY, FORMAT YOUR BOARD RESUME GENERATED BY CHATGPT INTO A PROFESSIONAL-LOOKING DOCUMENT. PAY ATTENTION TO FONTS, MARGINS, SPACING AND LAYOUT TO IMPROVE READABILITY. PROOFREAD YOUR BOARD RESUME FOR ANY ERRORS OR INCONSISTENCIES BEFORE FINALIZING IT.

CHATGPT IS HERE TO ASSIST YOU, BUT IT'S IMPORTANT TO CAREFULLY REVIEW AND CUSTOMIZE THE GENERATED CONTENT TO ENSURE ACCURACY AND CLARITY. GOOD LUCK WITH CRAFTING YOUR BOARD RESUME!