



## Aboriginal Participation on Boards Register

*The Department of Planning and Community Development would like to thank and acknowledge the Wathaurung people for allowing the use of the word Wayaperri (meaning 'to meet') for the name of this initiative.*

### Help Sheet 2

Useful tips on how to move from registering your details to being selected for a Board position

#### What do I put in my resume?

Board positions require a high degree of professionalism so you should pay the same attention to the resume you submit to the Register as you would if you were applying for a job.

We need to know about your background, education, work experience, skills, specialties, etc. You should also include any experience you have had with the not-for-profit or government sectors. It is imperative that you also include in your resume any interest areas you may have, as success in gaining a Board position may rely as much on interest as experience. Try to keep your resume short and easy to read.

#### Sell, sell, sell

If you are approached to take part in an interview for a Board position, there are some other points you need to keep in mind:

- Before a formal interview takes place, find out as much as you can about the role of the Board and the functions it serves so you can offer informed responses. Think about what sort of skills or experience may be required and how you can demonstrate that you can fulfil the role.
- Think laterally about your skills and recognise that things learned in one arena can be adapted to another.
- Approach an interview with confidence and try to illustrate this through your body language.
- Don't be afraid to ask for clarification if you don't completely understand a question. If you are confronted by a question you can't answer, don't shy away from it. Use it as an opportunity to tell the interviewees about things you do know about – "I am not familiar with that particular computer system but I have used similar systems in the past and have always found it easy to pick up new skills."
- When asked to detail your experience, provide examples to illustrate and enliven your explanations.
- Make sure you emphasise what you can offer the Board, rather than what the Board can offer you. If asked why you would like to get onto a Board, don't say "to learn" – tell the interviewer what skills and experience you can contribute.
- Avoid language that belittles your experiences. NEVER use the word "only" to precede information about your skills or experience, as in "I only did it for a short time," or "I have only had experience in one field". If you have a poor perception of your own capabilities, you can't blame others if they feel the same way.
- Bear in mind that an interview is no place for self-deprecation or excessive modesty. Be honest about your achievements.
- Use positive language. Don't say "I've never done that," – say "I can learn how to do that."

For more help sheets visit the following website and follow the links to Wayaperri:  
<http://www.dpcd.vic.gov.au/indigenous/>

Queries should be directed to [wayaperri@dpcd.vic.gov.au](mailto:wayaperri@dpcd.vic.gov.au)

