

PMI Board of Directors nominee curriculum vitae (CV) is intended to provide the Nominating Committee with a true and accurate overview of a potential candidate's **professional** background to help evaluate qualifications to serve as an elected Director.

This curriculum vitae is limited to two (2) pages and must be written using letter paper (size of 8.5" x 11") with normal margins of 1" and Times New Roman font no smaller than 10 point. These requirements are strictly enforced. Any CV received that exceed 2 pages and are not written using the approved format will be returned for editing.

The following information should be reflected in your CV:

- **Personal Details** – full name, PMI member ID, mailing address, preferred telephone number and e-mail address. Please ensure that your personal details match what is in your [MyPMI profile](#).
- **Professional History** – work experience, beginning with your most recent position. Be sure to include the job title, company name, start and finish dates as headings and list relevant responsibilities and achievements in bulleted format.
- **Education and Training** – education and related training you have achieved at this point in your career.
- **Professional Certifications** – list all active professional certifications.
- **Additional Skills** – any relevant skills that you may have developed outside of your professional experience.
- **Additional Volunteer Activity** – any additional volunteer opportunities outside of your PMI experiences.