

Naarden, June 2023

Dear Reader,

Much has been said about writing a curriculum vitae. About the length that the document should have, about the layout as well. And of course with regard to the content.

A curriculum vitae according to Capita Selecta has a clear structure, informs and is the base for a correct and sound assessment by the recipient and enables him to ask specific questions regarding experience, background, actual responsibilities and results achieved. It seeks to prevent both author and reader from entering into a conversation, or even a partnership, based on presumed knowledge and experience, assumptions or attitudes. This recipient can be the Executive Search firm and its clients, i.e. your possible future employer or client.

This structured document is intended to support you in thinking about the past, the present and the future. Professionally and personally. As you write your curriculum vitae, information and experience may surface that you might have forgotten. You will think about your achievements and your failures, your ambition, your qualities and your flaws, your strengths and the topics that need to be improved/need attention, the way you enthuse people as a leader, and the way you slow them down or disengage them.....

Drawing up your curriculum vitae, as advised by Capita Selecta, initiates inner processes and reflections. The result makes you a solid and pleasant, well-prepared candidate and sparring partner. A professional who can indicate what he/she wants from a positive minded, forward-looking leadership perspective. A person who wishes to create, contribute, deliver and lead from a well-founded vision. A collaborative manager and/or leader who wishes to establish personal and professional development based on their own vision and ambition and who wishes to shape the future organization.

Your inner process and reflection has started. It will make you a better and professional conversation partner who can share what he/she wants from a positive, future oriented leadership perspective and the desire to create, contribute, deliver and lead.

Your process has started. Take your time. The result might determine your future. Be careful with what you wish for. You might carry the associated responsibilities and consequences tomorrow or next week or next month.

On behalf of the Partners of Capita Selecta Executive Search, I wish you a lot of inspiration, contemplation, self-insight and above all a lot of pleasure with writing.

Kindest regards,

Edward van den Boorn  
Managing Partner

NB: Some guiding remarks:

The summarizing overview:

- Track your career in chronological order from the present to the relevant past. I.e. from detailed information about the last 10 -15 years, to more general and summary information about the time frame before that.
- Please complete per relevant position and relevant period.
- Do not try to make this document as short as possible. Four to six pages in total is fine, especially if you have a career of 20 years or more. This document should represent your true and in-depth professional work experience.
- Do not write in the 'I' form. Sum things up concisely, without forgetting details, but also don't lose yourself in details. Seek and find the balance.
- Do not share strictly confidential information in advance, too soon in a process and/or in writing. Trust your own feeling which information this might be.
- Do not indicate in advance which referees you will nominate in due course. In any case, do not give their personal contact details (without their permission).
- Depending on (inter)national legislation, privacy and data protection laws, customs and culture, some questions are not customary or prohibited and in any case the answer is not mandatory. Determine your personal boundaries.

Your personal profile:

- A curriculum vitae regularly contains (self) descriptions in terms of (personality) characteristics, motives, professional qualities, etc. Feel free to add such a summary to your curriculum vitae and limit yourself to a maximum of 10 lines.
- Do not write in the 'I' form. Sum things up business-like, if necessary in the form of bullets.

Your ambitions and professional future:

- A curriculum vitae regularly contains a description of the aspired next position in terms of responsibilities, company culture, company size (start-up, SME, corporate), sector, products or services to be delivered, customers to be served (consumers or businesses), professional ambitions and in terms of (personality) characteristics, drives, professional qualities, etc. Feel free to add such a description or summary to your curriculum vitae and limit yourself to a maximum of half a page.
- Do not write in the 'I' form. Sum things up business-like, if necessary in the form of bullets.

Keep a close eye on Seneca's next thought: 'If a man knows not to which port he sails, no wind is favorable'.....

*Personal & Confidential*

**Personal Information**

First name (s) :  
 Last name :  
 Marital status : (Not) Married/Living together with x children / no children.  
 Gender :  
 Date of birth :  
 City/Country of birth :  
 Nationality/ nationalities :

**Contact details**

Address/Postal code :  
 City/Country :  
 Private e-mail address :  
 Mobile phone number :

**Languages**

*For example:*

Dutch : Native - Professional proficient - modest – basic / Written - Spoken  
 English : Native - Professional proficient - modest – basic / Written - Spoken  
 German : Native - Professional proficient - modest – basic / Written - Spoken  
 French : Native - Professional proficient - modest – basic / Written - Spoken  
 Spanish : Native - Professional proficient - modest – basic / Written - Spoken  
 Other : .....

**Education**

*For example:*

- North-western University, Kellogg School of Management, MBA, 1983 - 1984
- Technical University Delft (NL) or Université Paris 1 Panthéon-Sorbonne (F), M.Sc. in Mechanical Engineering, 1976 - 1980
- Pre-University education (VWO) or Secondary Education (HAVO) or Baccalaureate, 1970 – 1976

**Military Service**

*For example:*

- Platoon Commander, 1st Battalion Dessert Sand, German Army, 1982 - 1984

**Training/Courses**

*For example:*

- Managing people in times of Change, INSEAD, May 2002

### Hobbies / Interests

*For example:*

- Sports, Music, Racing, Cars, People & Cultures

### Non - Executive positions

*For example:*

- Academic Medical Hospital (AMH), Berlin, Member of the Supervisory Board, Member Audit Committee, 1995 – 1998.
- Water Technology Research Association (WTRA), London, Member of the Supervisory Board, 1997 – 2003
- Amsterdam Economic Board (AEB), Advisor, 2000 - 2005
- Sustainability Deal Board (SDB), Member, appointed by Madrid's Council of Economic Affairs, 2013 - present

### Community Interest & Work

*For example:*

- Member of the Parental Board of Madrid's Elementary School St. Anna's, 1986 – 1992
- Member of the Dean's Advisory Council, 1990 - 1993

### Memberships / Associations

*For example:*

- Member of the Foundation of Scientific Research for extra-terrestrial life, 2012 – present
- Member of the Albert Einstein's Institute for the Development of Social Sciences, 2002 - present

## Professional Background:

### STR ENERGY, Zurich (CH)

05/2015 - **PRESENT**

*Please describe the company and the context.....*

(The non-existent and randomly chosen example company) STR ENERGY is the global leader in renewable energy. Founded in 1993 and headquartered in Zurich, the organisation has some 3.500 employees across the globe. The organisation generates renewable energy, has an annual turnover of € 3 billion. The organisation is international matrix wise organised along 4 business lines: Wind & Thermal, Solar, Water and Vulcan.

### VP OFFSHORE WIND MARKETS

03/2019 - present

#### Purpose of the position:

- The global development and in time delivery of services within the Wind - division, .....
- Restructuring the British operations and cutting down costs in order to.....
- Etc. ....

#### Responsibilities:

- Manage and lead a xx fte.'s – organisation via xx direct reports, i.e. the Director Marketing, Director Sales, Director Service Delivery, etc.... Budget/ Sales/ :.....
- Safe, on-time and on-budget execution of \$1.4 billion construction program representing 730 MW of wind projects and 250 MW of solar projects.
- Oversee the commercial and service operation of 1,500 MW of assets in operation, representing over \$100 million in net income. Etc...

#### Results:

- Delivered, achieved, etc....

**NB:** Continue the description of your career in chronological order by relevant position and relevant period. From the present to the past. From a more detailed overview in terms of recent position(s) to a more summarized perspective on the main points of the early period of your career.