

## Candidate Vitae and Statement Instructions Example (FY26 SAMPLE)

### Society of Women Engineers Candidate Vitae and Statement Instructions

All candidates using the Society's ballot for election, whether nominated by the Nominating Directorate or by petition, must follow these instructions for preparing candidate material that will accompany the ballot. This includes, but may not be limited to, positions on the Board of Trustees and Board of Directors.

The information below contains the instructions for preparing your candidate biography and statement for the FYxx+1 ballot. Please supply the following candidate materials:

Item #1: Name (as it is to appear on the ballot)

- Please include the suffixes PE, PhD, or F.SWE as appropriate

Item #2: Please provide a recent photo.

- Color or black & white is acceptable.
- 'Head and shoulder' shot in business attire preferred.
- File type .jpg or .gif and size limited to 10MB
- File name format should be: Last\_First\_FYXX\_Position (ex: Smith\_Suzie\_FY25\_Trustee)

Item #3: Candidate Biography and Statement

- The candidate biography and statement is subject to a total word count of 400 words (as determined using the word count tool in Microsoft Word). Anything in excess of the 400 word limit will be truncated.
- The biography and statement must be in paragraph format.
- File name format should be: Last\_First\_FYXX\_Statement.doc (ex: Smith\_Amy\_FY25\_Statement).
- Content of the biography and statement is the responsibility of the candidate: punctuation, grammar, spelling, and writing style are not reviewed by the Nominating Directorate Chair or headquarters staff. Accuracy of information is the candidate's responsibility, but may be subject to audit by nominating directorate members.
- The biography and statement might include the following: candidate's SWE leadership competencies (Leadership Abilities, Communication, Business Acumen, Self-Management and Mentoring, Coaching & Sponsorship), other skills, employment or biographical information or experience that bears on the candidate's ability to perform successfully in the position sought; the candidate's proposed goals while in the position; or the candidate's vision for contributing to SWE through their work in the position.
  - A possible format might be:
    - 150-200 words of biography, showcasing the candidate's SWE leadership competencies (Leadership Abilities, Communication, Business Knowledge & Management, and Self-Management & Development), or any other skills, employment or biographical information or experience that bears on the candidate's ability to perform successfully in the position sought; followed by
    - A 150-200 word statement, addressing the candidate's proposed goals while in the position; or the candidate's vision for contributing to SWE through their work in the position.