

# TEMPLATES OF SUPPORTING DOCUMENTS

## (FOR ORGANISATIONS)

### *Organisational Profile*

A well-written organisational profile is an effective way to introduce the business to the potential customers and other stakeholders. An organisational profile is a professional introduction of the business and aims to inform the audience about its products and services.

A profile should include:

- The organisation's name and acronym (where relevant)
- Contact Information
- Founder
- Year of Establishment
- Mission
- Objectives
- Areas of Work
- Achievements

#### ***Example:***

Graphic and Logo Design Limited (GLDL) offers the best in custom graphic design and advertising services at affordable rates. Established in 2001 by Ben Kline, our team of artists, animation specialists, illustrators and advertising specialists successfully takes your project from concept to completion.

We specialise in Brand Development, Advertising, Graphic Design, Print, Multi-Media production and beyond. With 15 years of experience in graphic design, corporate branding, communications, flash presentations and video production, GLDL is well versed in the field of visual presentations.

# Minutes: Template

## MEETING MINUTES

[YOUR COMPANY NAME]

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### Opening

The regular meeting of [YOUR COMPANY NAME] duly called and held on [DATE] at [ADDRESS] commencing at [TIME].

### Present were:

[LIST OF ATTENDEES]

With the approval of the directors present, [CHAIRMAN NAME] acted as Chairman of the meeting and [SECRETARY NAME] recorded the minutes.

#### 1. Approval of Agenda

The agenda was unanimously approved as distributed.

#### 2. Approval of Minutes

The minutes of the previous meeting were unanimously approved as distributed.

#### 3. Announcements

List of announcements made at the meeting. For example, new members, change of events etc.

#### 4. Open Issues

Summarise the discussion for each existing issue, state the outcome and assign any action item.

#### 5. New Business

Summarise the discussion for new issues, state the next steps and assign any action items.

#### 6. Agenda for Next Meeting

List the items to be discussed at the next meeting.

### Adjournment:

Meeting was adjourned at [TIME] by [PERSON]. The next general meeting will be at [TIME] on [DATE] in [PLACE].

Minutes submitted by: [NAME]

Approved by: [NAME]

## *Resume: Template*

### NAME

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[Street Address], [PHONE NUMBER], [E-MAIL ADDRESS]

### OBJECTIVE

[Describe your career goal or ideal job]

### EXPERIENCE

[START DATE] TO [END DATE]                      [COMPANY NAME]                      [CITY/COUNTRY]

[JOB TITLE]

- Job responsibility/ achievement
- Job responsibility/ achievement
- Job responsibility/ achievement

[START DATE] TO [END DATE]                      [COMPANY NAME]                      [CITY/COUNTRY]

[JOB TITLE]

- Job responsibility/ achievement
- Job responsibility/ achievement
- Job responsibility/ achievement

[START DATE] TO [END DATE]                      [COMPANY NAME]                      [CITY/COUNTRY]

[JOB TITLE]

- Job responsibility/ achievement
- Job responsibility/ achievement
- Job responsibility/ achievement

### EDUCATION

[DATES OF ATTENDANCE]                      [SCHOOL NAME]                      [CITY/COUNTRY]

[DEGREE OBTAINED]

Special award/accomplishment or degree

### REFERENCES

References are available on request