

Executive Summary Template

Use this template to structure your executive summary. It helps ensure you include the key elements decision-makers expect.

Section	Guiding Questions / Content
Title of Document or Project	Clearly state the name or title.
Purpose	What is the document about and why does it matter?
Problem / Opportunity	What issue or opportunity is being addressed?
Proposed Solution	What actions or strategies are you suggesting?
Key Findings / Evidence	What data or research supports your recommendations?
Benefits / Outcomes	What results or impacts can be expected?
Call to Action	What should the reader do next?

Tip: Keep your executive summary concise—ideally one page. Focus on clarity, persuasive evidence, and a clear next step.