

Ryan Template

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Career Profile

[professional description] with [years' experience] in [insert specialty/ industry] within [specific companies]. My strengths in [strength 1] and [strength 2] have enabled me to [major career accomplishment 1].

Core areas of expertise include [list areas of expertise]. [describe the scope of your control and influence]

Career Highlights

- The career highlights section should include 3-4 big deliverables (these are career stories describing the Situation, Action, and Results (SAR).
 - Focus on impact plays in these areas: generated revenue, grew market share, generated leads or customers, customer satisfaction or retention, company growth, employee engagement, cost reduction, improved processes.
 - Add an additional bullet with relevant awards, certifications, designations that further distinguish you.
-

Professional Experience

Company, Location

This sentence is situational. If the organization is smaller and not widely recognized, add a sentence to identify the industry and core focus of the organization.

Job Title

MM/YYYY - Present

In this part, give a summary of your role. At a high level, what did you do? What was your span of control? What was the size of your profit and loss statement? In the bullets, do not focus on the daily activities, rather focus on stories including results and outcomes. Focus on impact. Each bullet should include a Situation, brief Actions, and Results. Starting with the Result will bring a stronger impact to the bullet. This is about your direct work that moved the needle for the business.

- For example: "Added \$32M in new profit over 3 years by developing a differentiated product line which decreased service time 50% for end users."
- For example: "Improved market share by 34%, impacting revenues by \$50M in one fiscal cycle through strategic marketing plan during a down economy."

Company, Location

Job Title

MM/YYYY - Present

Regarding the resume length, try to keep it to 2 pages. The best way to do this is to assure that every single bullet further advances the narrative that you are a right fit for the role. Each bullet adds value and creates connection between what you have done and what you perceive they would desire you to do in the role you are applying to.

- For example: “Added \$32M in new profit over 3 years by developing a differentiated product line which decreased service time 50% for end users.”
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Company, Location

Job Title

MM/YYYY - Present

Assure the basics are in order. Your resume is free of errors in both wording and formatting. Do not use fancy texts. Assure your spacing is consistent across the document. Do not use headers or footers as applicant tracking systems are stupid and cannot always read these items. Assure that every single bullet is a story that you would like to be asked to expand upon.

- For example: “Added \$32M in new profit over 3 years by developing a differentiated product line which decreased service time 50% for end users.”
- For example: “Improved market share by 34%, impacting revenues by \$50M in one fiscal cycle through strategic marketing plan during a down economy.”

Company, Location

Job Title

MM/YYYY - Present

How far back in your career should you go? Go back as far as you can while assuring that each job listed is additive to your value proposition and story. Age discrimination unfortunately does occur. Some people just stink, and we all bring our biases to the table. If you are worried about age discrimination, go back 15-20 or so years in your career.

- For example: “Added \$32M in new profit over 3 years by developing a differentiated product line which decreased service time 50% for end users.”

Education

Degree

College Name, Location

Designations / Certifications / Board Work / Voluntary Work

Designation & Certifications –

Organization, City, State, Year-Present

Board Member, [outcomes and value statement]

Organization, City, State, Year-Present

Volunteer Role, [outcomes and value statement]

When you're ready, here are 3 ways we can help you further:

1) [Free Webclass](#) - How to Unlock Your Career in Engineering or Operations Leadership

This 30 minute webclass unveils 3 secrets that will help you get to the right tables with the right people and tell and deliver an amazing value proposition when there.

2) [Let's Talk](#) - Book a free Career Advancement Call with our team

We will build out a high level, strategic job search plan for you on this call. If we can help you execute that plan quickly and we both feel there is fit, we will discuss what working together would look like.

3) Stay Connected - Follow me on [LinkedIn](#), [YouTube](#), and [Instagram](#).

I regularly publish content to LinkedIn, YouTube, and Instagram that is designed to help people navigate their job searches, sell themselves effectively, and truly stand out. I also focus on career development topics like Branding, Networking, and Internal Mobility.

Be Blessed,

Ryan Stoltzfus

Founder of Job Hackers Network