**Name**

555.555.5555 ⬩ name@gmail.com ⬩ LinkedIn url:

**Preferred Function and/or Title:**

***Senior Leadership: Operations, Client Services, General Management***

*[Your preferred function indicates the kind of work you seek and is typically a job title or position that is generic enough to be understood by those inside and outside of the profession. These keywords can also be used as the heading of your Summary section on your resume.]*

**Competencies:** *[Competencies are the clusters of skills and personal characteristics that work together to enable you to perform the functions identified in your preferred function. Skills are what you can do; competencies encompass skills by covering broader areas of expertise.]*

|  |  |
| --- | --- |
| **Business Development/ Client Retention** | **Operations Management** |
| * Revenue Growth & Acceleration
* Implementations & Conversions
* Branded Partners
* Product Development
* Service Level Agreements
* Pro-active Account Management
* Customer Satisfaction Surveys
* Client Self-Service/eLearning
 | * Repeatable & Reliable Execution
* Performance Metrics Development & Management
* Start-Ups, Turnarounds, Shutdowns
* Staffing and Capacity Planning
* Business Process Improvement/Six Sigma Greenbelt
* Project Management
* Call Centers, Distribution/Fulfillment
* Vendor Negotiations and Management
* Inventory Planning, Purchasing & Management
 |
| **Organization Development** | **Financial Management / Strategic Planning** |
| * Ownership, Accountability Culture
* Scalable Organizations for Growth
* High Performing Teams
* Leadership Development
* Career Path Development
* SOP Development/Documentation
* High Quality Communications
 | * P&L Responsibility
* Cost Reduction/Productivity Improvements
* Budgeting, Forecasting, Analysis
* Revenue & Profitability Models
* Business Plan Development
* MBO Creation & Attainment
* Technology Deployment & Improvements
 |

*[How can you find keywords to reflect your skills and abilities – your competencies? Look at job postings or job descriptions on* [*www.indeed.com*](http://www.indeed.com)*,* [*www.linkedin.com*](http://www.linkedin.com) *or www.glassdoor.com.]*

**Nashville Area Target Company List:**

[*Your target list contains the names of the companies that you are targeting for your job search whether or not they have openings. You will revise this list when you are conducting informational interviews.]*

|  |  |  |
| --- | --- | --- |
| **Healthcare** | **Financial Services** | **Business Services/Other** |
| Acadia HealthBrookdale Senior Living Change HealthcareCommunity Health SystemsDavita HealthCare Realty Trust Healthways Hospital Corporation of America Lifepoint Hospitals Symbion Healthcare | Affinion Group CAT Financial DeloitteGoldleaf Financial Solutions KPMG  | Asurion Bridgestone Central Parking Systems Cracker Barrel Delek US Holdings Dollar General Genesco Ingram IndustriesKroll Mars Petcare NissanSchneider ElectricTractor Supply Company Vanderbilt University |

*Questions to ask my networking contacts:*

* *I’d like your advice and thoughts: What do you know about any of these companies?*
* *How would you advise I approach these companies?*
* *Who do you know in any of these companies? May I use your name as an introduction? Would you kindly introduce us?*
* *Given the type of position I am looking for, what other companies would you recommend I add to the list?*
* *What can I do to help?*