

Career Search Guide

Prepared for Casey Rivera (sample, fictional job seeker)

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ABOUT THIS SAMPLE

Casey Rivera is a fictional job seeker. Every name, company, email address, and number in this guide is invented to show you the structure and level of detail of a real guide. Real guides use real, verified openings and contacts, and each one is written for one person.

1. Your search at a glance

YOUR GOALS	DETAILS
Target role	Director of Operations, or a Senior Operations Manager role that leads to it within 18 months
Industries	Distribution, logistics, and light manufacturing
Location	Hybrid or commutable within 40 miles of home; remote considered for the right role
Pay target	\$110,000 base. Flexible on base if bonus or equity is strong
Timeline	Offer in hand within four months
Excluded	Current employer and the two previous employers

What works in your favor

- Eight years of progressive operations leadership, including a team of 42 across two shifts.
- A documented cost reduction project and a warehouse management system rollout, both led end to end.
- Strong safety record and experience with audits, which hiring managers in this field look for first.

What will move the number

- Quantified results near the top of your resume. Right now your biggest wins are buried in paragraph two.
- A visible leadership credential, such as a lean or continuous improvement certification.
- A clear story about moving from managing a site to managing several.

2. Profile and resume fixes

Fix these first

1. **Headline.** Your LinkedIn headline says "Operations Professional." Replace it with the title you want and the problem you solve, such as "Operations Manager | Cost reduction, safety, and multi-shift teams."
2. **Dates and titles.** Your resume shows 2019 to 2021 as one role, and your profile shows two. Pick one version and match them. Hiring managers notice.
3. **Lead with results.** Move the warehouse management system rollout and the cost reduction project into your first five lines, with numbers.

Strengthen the story

- Replace duty statements ("responsible for scheduling") with outcome statements ("cut overtime 14 percent by redesigning shift handoffs"). Use your own verified figures.
- Add a short summary that names your target level, the size of team and site you run, and your two strongest results.
- List any certification with the issuing body and year, or note it as in progress.

Small corrections

- Phone number format differs between your resume and your profile.
- One former employer name is spelled two ways. Check it against your records.

3. Roles to pursue

Titles are grouped by how closely they fit today. Pay ranges below are illustrative for this sample. In a real guide, every range is supported by a benchmark I retrieved and linked.

TIER	TITLES	ILLUSTRATIVE PAY	WHY IT FITS
Tier 1	Operations Manager (multi-site), Senior Operations Manager	\$95,000 to \$120,000	Direct match to your last two roles and your team size.
Tier 2	Distribution Center Director, Plant Manager	\$105,000 to \$135,000	Strong skills match. Some roles want a plant or P&L background.
Tier 3	Director of Operations, Regional Operations Manager	\$120,000 to \$150,000	A good goal to build toward. Needs multi-site results on the resume.

Open positions, local

COMPANY (FICTIONAL)	TITLE	LOCATION	NOTES
Harborline Logistics	Senior Operations Manager	Local, hybrid	Pay not listed. Asks for multi-shift experience, which you have.
Brightwater Distribution	Distribution Center Director	Local, on site	Pay listed above your target. Wants five years of P&L ownership.
Ironridge Supply Co.	Operations Manager	Local, on site	Posting is recent. Good fit on safety and audits.

Open positions, remote

COMPANY (FICTIONAL)	TITLE	LOCATION	NOTES
Pinecrest Fulfillment	Director of Fulfillment Operations	Remote with travel	Stretch role. Strong match on process improvement.
Lakeshore Freight Group	Regional Operations Manager	Remote, 30 percent travel	Closing date approaching, so apply this week.

4. People to contact

For each target company I found one business leader and one HR or recruiting contact. Reaching out directly, with a short and specific message, is often faster than applying alone.

COMPANY	NAME	TITLE	WORK EMAIL
Harborline Logistics	Dana Whitfield	VP of Operations	dana.whitfield@harborline.example
Harborline Logistics	Marcus Bell	Director of Talent	marcus.bell@harborline.example
Brightwater Distribution	Priya Anand	SVP, Supply Chain	priya.anand@brightwater.example
Brightwater Distribution	Tom Okafor	HR Business Partner	tom.okafor@brightwater.example
Ironridge Supply Co.	Elena Park	Director of Operations	elena.park@ironridge.example

Before you send

- Every email in a real guide comes from a verified data match, and I flag any address that is less certain.
- Review any separation paperwork for non-compete or non-solicit terms before approaching a former employer's competitors.
- Personalize the first line. One specific detail about the company beats three paragraphs about you.

5. Outreach messages

Two templates in your voice. Fill the brackets, keep each under 120 words, and send from your own email.

For business and operations leaders

Subject: Operations leader, multi-shift distribution

Hi [First name],

I saw [specific news or posting] and wanted to reach out. For eight years I have led operations for a distribution center, including a team of 42 across two shifts. Last year I [one specific result, with your verified number].

I am exploring my next step and would value ten minutes to learn how your team approaches [specific challenge]. If it is useful, I can send a one-page summary of my background.

Thank you,
Casey Rivera

For HR and recruiting contacts

Subject: Interested in [Role title]

Hi [First name],

I am applying for the [Role title] opening and wanted to introduce myself directly. My background is eight years in distribution operations, with strengths in safety, multi-shift leadership, and cost reduction.

I have attached my resume. Could you tell me who is leading the search, and whether a short conversation would be helpful?

Thank you,
Casey Rivera

Follow up once after five business days. If there is no reply after a second note, move on and keep your energy for the next contact.

6. Coaching

Interview preparation

- Prepare four stories: a cost result, a safety result, a people-leadership challenge, and a change you led. Use situation, action, result.
- Learn the company's customers and service levels before the interview. Operations leaders are hired to protect them.
- Bring a 30-60-90 day outline. It shows you think like the role you want.

Outreach tips

- Send in small batches so you can personalize each one.
- Mornings midweek tend to get the best response.
- Track every contact, date sent, and follow-up date in one simple list.

Negotiating toward your target

- Know your range before the call, and let the employer name a number first when you can.
- If base is under your target, ask about bonus, signing bonus, review timing, and title.
- Get the offer in writing before you give notice.

7. Your next 30 days

- 4. Week 1.** Fix your headline and the date mismatch, then lead your resume with results.
- 5. Week 1.** Send your first five outreach messages to the Tier 1 contacts.
- 6. Week 2.** Apply to the two strongest open positions, with a note to the contact at each company.
- 7. Week 3.** Follow up once with everyone you wrote, and add five new contacts.
- 8. Week 4.** Review replies, practice your four interview stories, and refine your pay range.

8. Market signals

Illustrative for this sample. In a real guide, every signal links to its source.

SIGNAL	WHAT THE SOURCES SHOW	WHAT IT MEANS FOR YOU
New facility announcements	Several distributors in your area are adding capacity.	More operations leadership openings, often before they are posted.
Peak season hiring	Operations roles are posted earlier than last year.	Start outreach now, not after the holidays.
Leadership turnover	Two target companies recently changed operations leaders.	A good moment for a warm, specific introduction.

WANT MORE THAN A GUIDE?

Coaching sessions and done-for-you outreach are available. You can also add a resume rewrite to any level. Visit www.mynextlevelcareer.com or email jennifer@mynextlevelcareer.com.

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