



How to Demonstrate Leadership Progression in Your Resume



A practical guidebook for working professionals who are ready to show not just what they've done — but how far they've grown. Whether you're a career changer, a manager stepping up, or a consultant positioning for the next level, this guide gives you the frameworks, language, and tools to make your leadership journey impossible to ignore.

 FOR: 0-15 YEARS EXPERIENCE

 OUTCOME: A RESUME THAT SHOWS YOU LEAD

 TIME TO COMPLETE: 60-90 MIN

INTRODUCTION

Why Leadership Progression Is the Most Underrated Resume Asset

Most professionals write resumes that list *what* they did. The smartest professionals write resumes that show *how they grew*. There is a significant difference between "Managed a team of 5" and "Scaled a 2-person team into a 10-person department while maintaining a 94% retention rate over 3 years." The second version doesn't just describe a role — it tells a story of leadership that compounds over time.

Hiring managers, executive recruiters, and promotion committees are trained to look for leadership trajectory — the arc of your career that proves you are not just competent today, but capable of handling more tomorrow. Yet most resumes flatten that arc into a monotonous list of responsibilities. This guidebook exists to fix that problem, permanently.

This resource solves three core challenges professionals face when writing about leadership: they undersell their progression, they use vague language that lacks credibility, and they don't know how to bridge leadership across different industries or role types. By the end of this guide, you will have a clear framework, ready-to-use language, and a polished approach to presenting your leadership story with confidence and precision.

- ❏ **How to Use This Guide:** You can read it cover-to-cover for a full strategy refresh, or jump to the section most relevant to your current challenge. Every section includes action items you can apply immediately. Keep a draft resume open as you work through each step.

CHAPTER 1

Understanding Leadership Progression: What Hiring Managers Actually Look For

Before you can demonstrate leadership progression, you need to understand how decision-makers define it. Leadership progression is not simply about climbing a title hierarchy. Recruiters and hiring panels look for evidence of **expanding scope, increasing complexity, and deepening influence** — regardless of whether your title changed every year. A specialist who mentored peers, drove cross-functional initiatives, and owned outcomes without being asked has demonstrated significant leadership progression even without a formal promotion.

There are four dimensions hiring managers evaluate when reading a resume for leadership signals: ownership, influence, scale, and judgment. Ownership refers to the degree to which you initiated and saw through significant work independently. Influence captures how your leadership extended beyond your direct reports to peers, stakeholders, and systems. Scale reflects the size, complexity, or budget of the work you led. Judgment represents the quality of decisions you made under ambiguity or pressure — often the most difficult to articulate but the most powerful when done well.

What Signals Progression

- Expanding scope of ownership
- Managing larger or more complex teams
- Influencing without authority
- Navigating ambiguity and delivering results
- Budget or P&L responsibility growth
- Cross-functional or cross-border leadership

What Reads as Stagnation

- Same bullet points reused across roles
- Task-focused language with no outcomes
- No mention of team, mentorship, or people impact
- Titles that grew but responsibilities that didn't evolve
- Passive verbs: "assisted," "helped," "supported"
- Absence of scale or complexity markers

The Four Dimensions of Leadership Progression

Use this framework as your diagnostic lens. Before rewriting a single bullet point, assess where your progression is strongest — and where the gaps are. This will guide how you allocate space and emphasis on your resume.

Ownership

Did you initiate, drive, and deliver — or execute what others assigned?

- Led projects from scoping to completion
- Made calls when no playbook existed
- Accountable for outcomes, not just activities

Influence

Did your leadership extend beyond your immediate team?

- Shaped decisions across departments
- Built coalitions and alignment
- Mentored, sponsored, or coached others

Scale

Did the size, complexity, or stakes of your work grow?

- Larger teams, bigger budgets
- Multi-market or global scope
- Revenue or cost impact increased

Judgment

Did you demonstrate decision quality under pressure or ambiguity?

- Navigated competing priorities
- Made strategic trade-offs
- Led through uncertainty or change

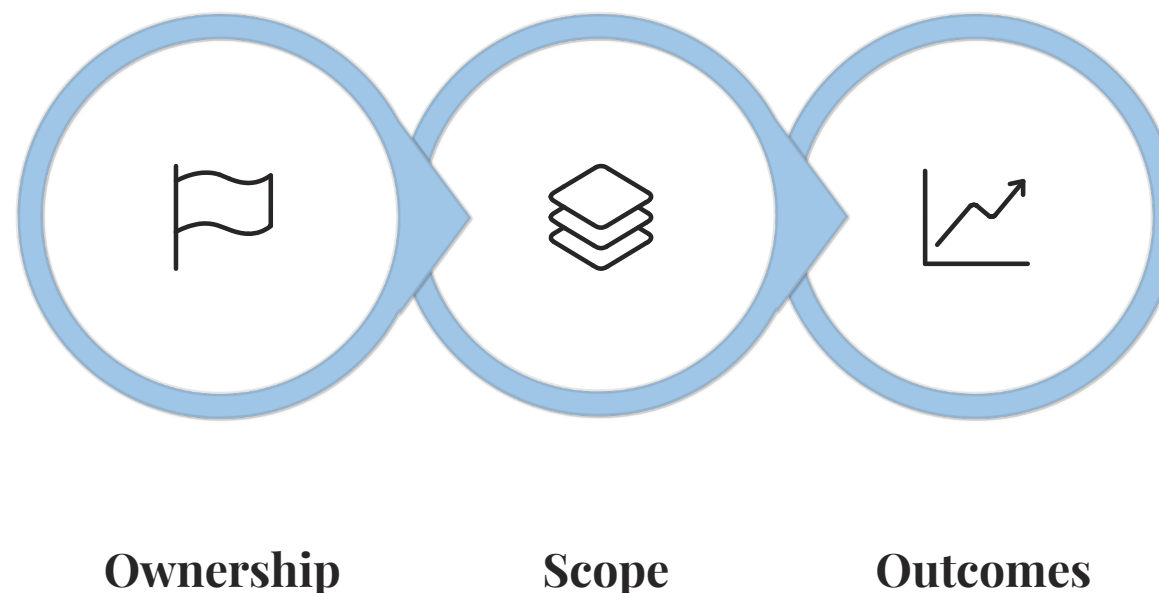
Rate yourself on each dimension from 1–5 for your most recent three roles. The dimensions where your score grows across roles are your most compelling leadership progression story — lead with those in your resume.

STEP 1

Audit Your Resume for Leadership Signals

The first step in demonstrating leadership progression is understanding exactly what your current resume communicates — and what it conceals. Most professionals have never done a cold read of their own resume through a leadership lens. This audit will change that. Set aside 20 minutes, print or open your current resume, and work through the following diagnostic systematically.

Read each role description and ask: *Does this bullet show I led, or only that I participated?* Does it mention the size of what I was responsible for? Does it show any change in scope from the role before it? Does it include outcomes that prove my leadership had impact? Mark every bullet that fails any of these tests. Most professionals find that 60–80% of their bullets need revision. That's not a failure — it's the raw material you'll work with in Step 2.



Pay particular attention to transitions between roles. The space between your last bullet in one role and your first bullet in the next is where leadership progression either becomes visible or disappears. A powerful move is to write your role entries in chronological order and ask: "Does a reader see me growing?" If each role reads the same, the gap is in your framing — not your career.

STEP 1 • WORKSHEET

Leadership Audit Worksheet

Use this worksheet to evaluate each of your last three roles. Be honest — the goal is to surface what's missing, not to feel good about what's already there. This is your diagnostic foundation for everything that follows.

Audit Question	Role 1 (Most Recent)	Role 2	Role 3
Does the entry mention team size, budget, or scope?	Yes / No / Partially	Yes / No / Partially	Yes / No / Partially
Are outcomes quantified (revenue, %, time saved)?	Yes / No / Partially	Yes / No / Partially	Yes / No / Partially
Does it show influence beyond your direct reports?	Yes / No / Partially	Yes / No / Partially	Yes / No / Partially
Is there evidence of decisions made under pressure?	Yes / No / Partially	Yes / No / Partially	Yes / No / Partially
Do any bullets use passive or weak verbs?	Yes / No / Partially	Yes / No / Partially	Yes / No / Partially
Is progression visible from one role to the next?	N/A	Yes / No / Partially	Yes / No / Partially

 **Scoring Guide:** Count your "No" answers. 0–3: Strong foundation — refine and amplify. 4–7: Moderate gaps — focus on Steps 2 and 3. 8+: High-impact opportunity — this guide will significantly upgrade your resume.

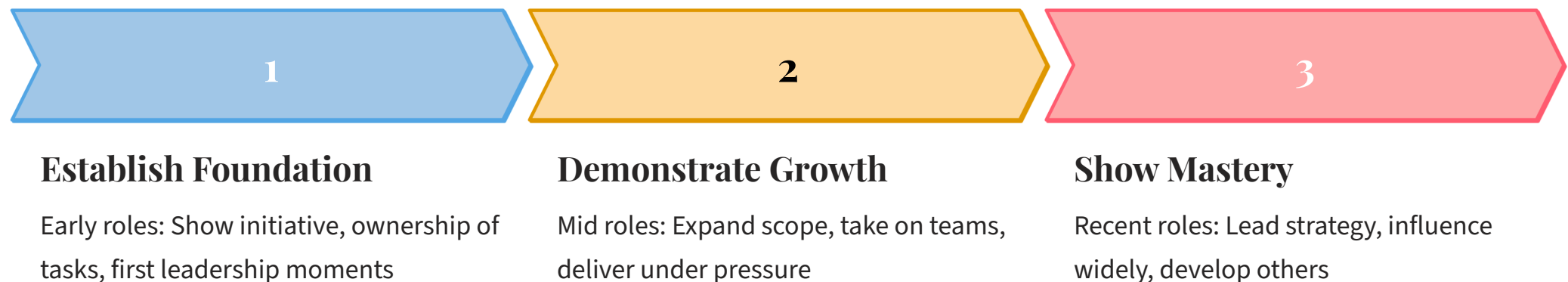
STEP 2

Build Your Leadership Narrative Arc

A resume is not a list of jobs. At its most powerful, it's a **narrative of increasing capability and impact**. Your goal in this step is to construct the arc — a clear, evidence-based story that shows a hiring manager you are not the same professional you were three years ago, and you will not be the same professional in three more years either.

Start by writing a one-sentence "leadership through-line" — a statement that captures the consistent thread of your leadership across all roles. This won't appear verbatim on your resume, but it will guide every word you write. For example: *"I consistently build teams and systems in early-stage environments where structure doesn't exist yet."* Or: *"My leadership pattern is taking inherited underperforming functions and redesigning them for scale."* This clarity of narrative is what separates a resume that reads as a collection of jobs from one that reads as a deliberate career.

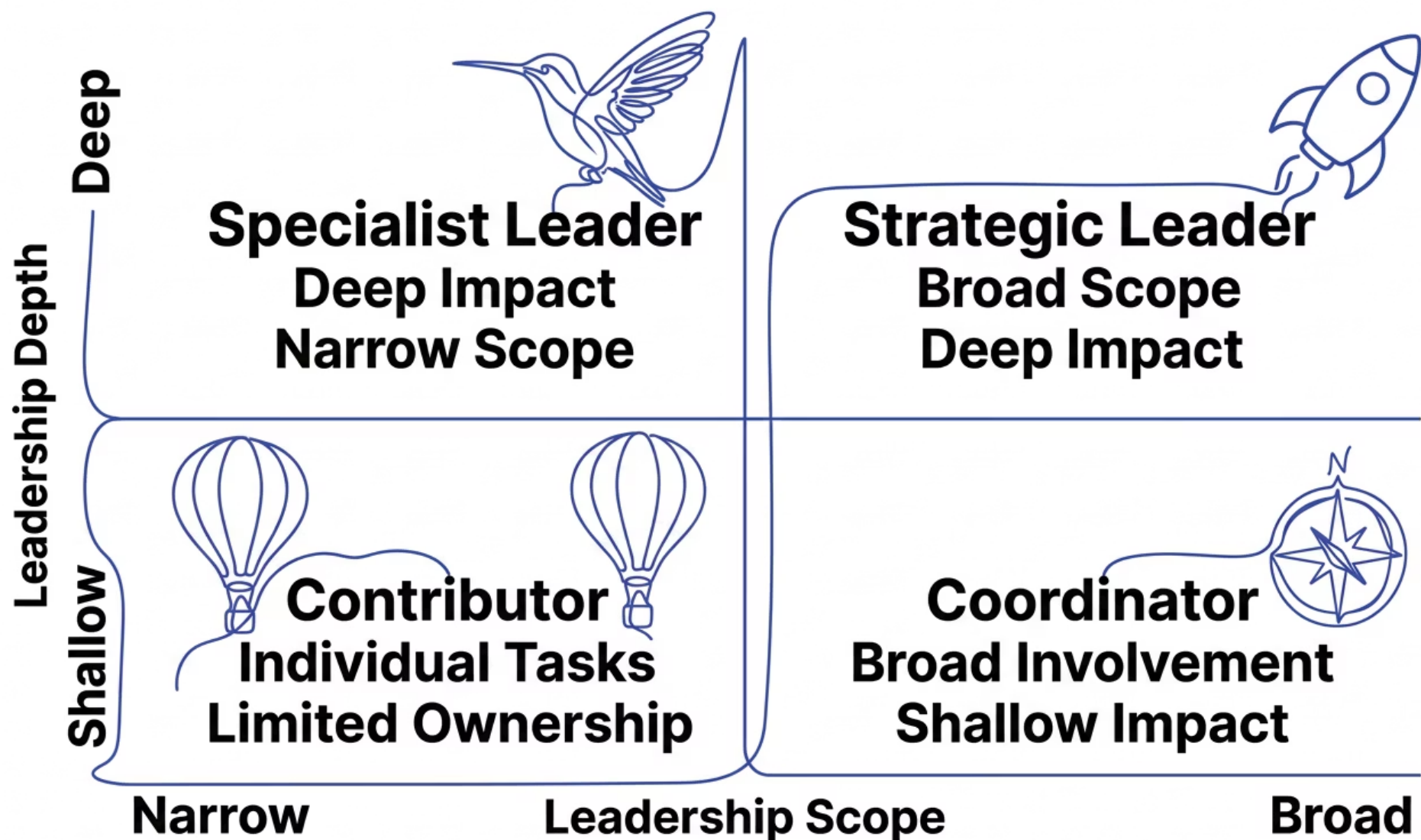
Once you have your through-line, use it to sequence your resume entries. Each role should reinforce the arc: earlier roles show the foundation, middle roles show growth and testing, recent roles show mastery and expanded scope. If a role doesn't fit the arc, you have two choices — either reframe it to surface the leadership learning it represented, or deprioritize it by keeping its entry brief and fact-based rather than narrative.



STEP 2 · FRAMEWORK

The Leadership Progression Matrix

This matrix helps you plot your career story visually before translating it into resume language. It maps the relationship between **leadership scope** (how broadly you led) and **leadership depth** (how significantly you led within that scope). Your goal is to show movement toward the upper-right quadrant over your career — not because every role needs to be there, but because the trajectory must point in that direction.



Use this matrix to locate yourself in each of your last three roles. An upward and rightward trajectory — even if non-linear — is a compelling story. If you find yourself in the same quadrant across multiple roles, the issue is either your career positioning or your resume framing. Both are fixable with the techniques in Steps 3 and 4.

STEP 3

The Language of Leadership: Rewriting Your Bullets

The most common resume mistake is describing what you did rather than how you led. The fix is not simply to add a metric to every bullet — it's to **reframe your contribution as a leadership act**. This shift in language changes how your entire career reads, even if the facts remain the same.

There are three bullet archetypes you should eliminate from your resume immediately: the task bullet ("Managed weekly team meetings"), the passive bullet ("Was responsible for budget oversight"), and the generic bullet ("Led cross-functional teams to deliver projects"). Each of these is technically true but strategically useless. They tell a reader nothing about your leadership quality, scale, or impact. Replace them with what we call **Leadership Evidence Bullets** — structured statements that follow a consistent, high-impact formula.

The Leadership Evidence Formula

[Leadership Verb] + [What You Led] + [Context/Scale] + [Outcome/Impact]

Example: "Rebuilt the regional sales function — inheriting a 6-person team missing quota by 34% — restructuring territories, replacing 2 underperformers, and driving the team to 112% of target within 18 months."

Why This Formula Works

It establishes **context** (so the reader understands the difficulty), names the **leadership action** (so it's clear you drove it), and anchors the **outcome** (so it's credible and memorable). The combination makes it almost impossible for a hiring manager to skim past.

When You Don't Have Numbers

Not every impact can be quantified. Use qualitative markers of scale and significance: "First person in company history to...", "Solely responsible for...", "Created the framework that is now used by all 8 regional teams...", "Reduced escalations to zero over 12 months."

Power Verb Bank: Leadership at Every Level

The verb that opens your bullet sets the entire tone of the statement. Weak verbs signal weak leadership. Strong, specific verbs signal ownership and agency. Use this curated verb bank to upgrade every leadership bullet on your resume — and vary your verbs so the same word doesn't open more than two bullets in the same role entry.

Founding & Building

- Architected · Founded · Established
- Pioneered · Launched · Built from scratch
- Designed · Stood up · Initiated

Scaling & Growing

- Scaled · Expanded · Grew · Doubled
- Accelerated · Amplified · Multiplied
- Elevated · Strengthened · Matured

Turning Around & Fixing

- Restructured · Revitalized · Rebuilt
- Rescued · Repositioned · Transformed
- Overhauled · Reinvented · Reformed

Influencing & Aligning

- Unified · Galvanized · Mobilized
- Negotiated · Championed · Advocated
- Steered · Brokered · Influenced

Developing People

- Mentored · Coached · Sponsored
- Cultivated · Promoted · Retained
- Empowered · Developed · Upskilled

 **Pro Tip:** If a verb could describe someone other than a leader — like "participated," "contributed," or "supported" — delete it and replace it with something from this list. Every bullet should be unambiguously about your agency and ownership.

STEP 3 · WORKSHEET

Bullet Rewrite Workshop

Use this template to transform your weakest resume bullets into Leadership Evidence Bullets. Pick the five bullets from your audit (Step 1) that scored lowest and work through each one below. The before/after comparison is deliberate — seeing the contrast reinforces the pattern so you can apply it independently going forward.

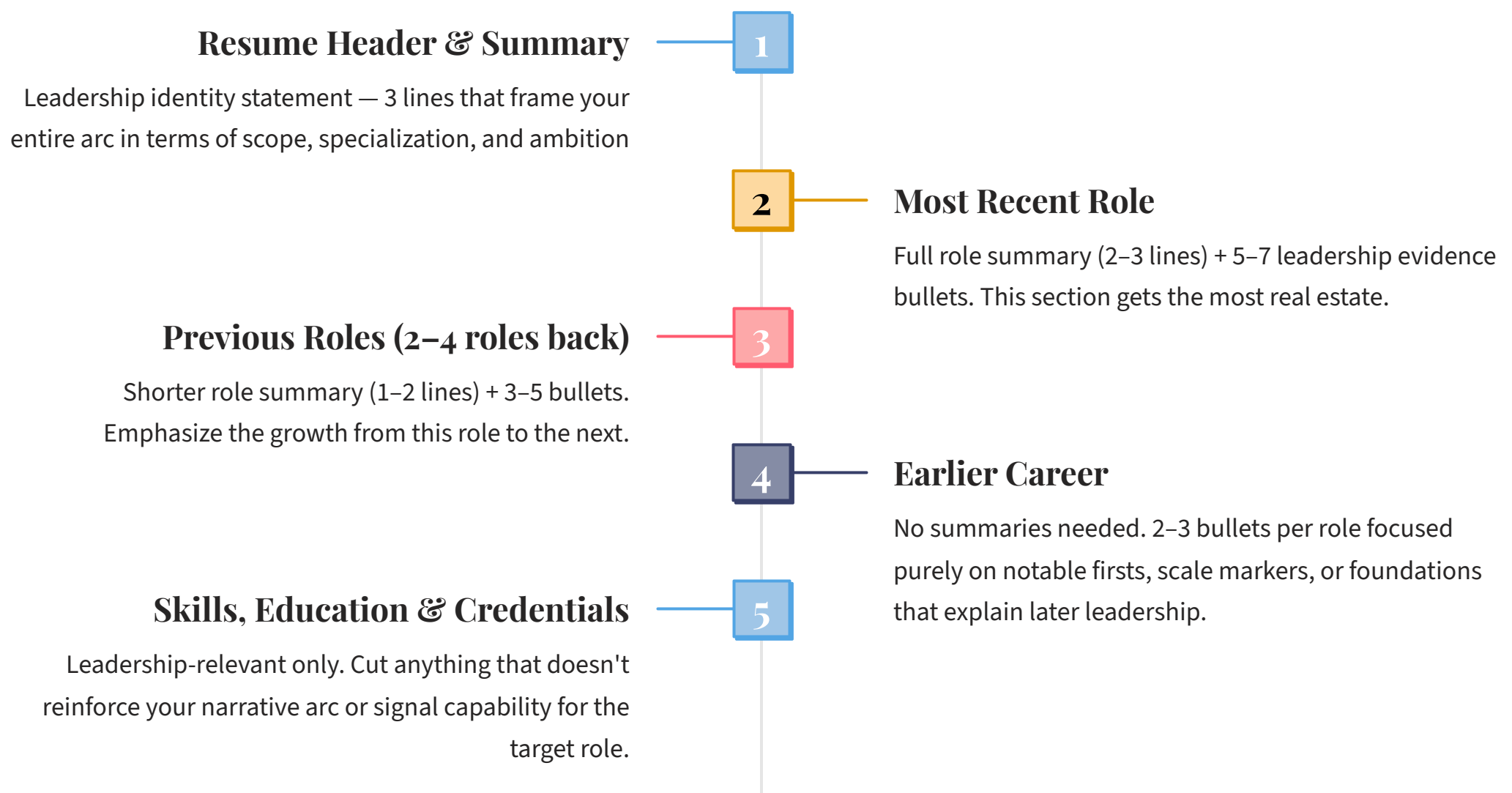
#	Original Bullet (Before)	Rewritten Bullet (After)	Leadership Dimension Added
1	Write your original bullet here	Apply the Leadership Evidence Formula	Ownership / Influence / Scale / Judgment
2	Write your original bullet here	Apply the Leadership Evidence Formula	Ownership / Influence / Scale / Judgment
3	Write your original bullet here	Apply the Leadership Evidence Formula	Ownership / Influence / Scale / Judgment
4	Write your original bullet here	Apply the Leadership Evidence Formula	Ownership / Influence / Scale / Judgment
5	Write your original bullet here	Apply the Leadership Evidence Formula	Ownership / Influence / Scale / Judgment

Structuring Your Resume to Show Progression Visually

Even perfectly written bullets can fail to communicate leadership progression if the resume is structured poorly. Structure is the silent narrator of your resume — it shapes how a reader experiences your career before they've read a single word. This step focuses on the architecture: how to sequence, space, and format your resume so that progression is visible at a glance.

The most powerful structural tool for leadership progression is the **role summary statement** — a two to three line paragraph that opens each role entry and establishes context before your bullets begin. A strong role summary answers: What was the leadership scope of this role? What were you brought in to do? What was the state of the function when you arrived? This contextualizes everything that follows and allows your bullets to focus on evidence rather than explanation.

Beyond role summaries, pay attention to **bullet volume and ordering**. Recent roles should have 5–7 bullets; older roles 2–3. The most leadership-dense bullet in each role should always appear first — readers scan the first line of each entry and frequently skip the rest. If your strongest leadership proof is buried in bullet four, it will be missed. Ruthlessly prioritize based on leadership signal strength, not chronological order of events.



STEP 4 • TEMPLATE

The Role Entry Template for Leadership Progression

This template provides the exact structure for writing a high-impact role entry. Use it for your last three roles in full; adapt it for older roles. The format is designed to communicate leadership scope immediately and build credibility before the reader reaches your first bullet.

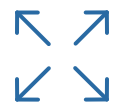
1 Role Title Line Job Title Company Name Start Date – End Date Include a brief parenthetical if the company isn't well-known: <i>(Series B SaaS company, \$40M ARR, 200 employees)</i>. This context instantly calibrates the scope of your leadership.	2 Role Summary (2–3 Lines) Open with why you were brought in or promoted. Include the scope: team size, budget, geography, or function size. Name the central leadership challenge you were given. Example: <i>"Promoted to lead a newly formed 12-person product operations team responsible for \$18M in annual product delivery across 3 markets during a period of rapid organizational restructuring."</i>
3 Leadership Evidence Bullets (5–7 for recent roles) Lead with your highest-impact, most leadership-dense bullet. Use the formula: [Verb] + [What] + [Context/Scale] + [Outcome]. Ensure each bullet represents a distinct leadership dimension — don't cluster all bullets around one type of action.	4 Progression Bridge (Optional but Powerful) End the role entry with a single line showing what the experience set you up for: <i>"This role established the operational foundation that enabled the company to scale from 3 to 9 markets over the following 24 months."</i> This bridges the gap to your next role naturally.

STEP 5

Demonstrating Leadership Without Formal Title Changes

One of the most common anxieties among mid-career professionals is the belief that leadership progression requires a title change. It doesn't. Some of the most compelling leadership resumes belong to professionals whose titles changed infrequently — because they were *too busy leading* to be shuffled through org charts. If you've stayed in the same title for two or more years, this step is critical for you.

Leadership without a title change shows up in four ways: **scope expansion** (your responsibilities grew even if your title didn't), **informal authority** (you led people, decisions, or projects without being officially appointed), **organizational contribution** (you shaped how the team or company operated beyond your job description), and **people development** (you grew the capability of those around you). Each of these is as legitimate as a formal promotion — and often more impressive to experienced hiring managers who know that titles can be political, arbitrary, or lagging indicators.



Scope Expansion

"Absorbed responsibility for X after the departure of Y" or
"Expanded remit to include [function] from [date], doubling the size of the team under my oversight without a change in title."



Informal Authority

"Informally led the product council — a group of 8 cross-functional leads — setting the agenda, facilitating decisions, and driving alignment on quarterly priorities."



Organizational Contribution

"Designed and implemented the first onboarding framework for new hires across the department — adopted by all three regional teams within 6 months of rollout."



People Development

"Mentored 4 junior analysts, 2 of whom were promoted within 18 months — the highest promotion rate of any team in the division during that period."

STEP 5 • CHECKLIST

Hidden Leadership Finder: 25-Point Checklist

Most professionals undercount their leadership experiences because they only recognize formal leadership acts. This checklist helps you surface informal leadership from every role — the kind of evidence that often creates the most authentic and compelling progression narrative. Work through this for each of your last three roles.

Team & People Leadership

- Did you mentor or coach anyone, formally or informally?
- Did anyone on the team come to you for guidance first?
- Did you influence a hire, promotion, or role change?
- Did you onboard or train new team members?
- Did you resolve a conflict or performance issue?

Process & Systems Leadership

- Did you create a process, template, or tool others adopted?
- Did you identify a problem no one else had named yet?
- Did you improve how the team or function operated?
- Did you introduce a new methodology or framework?
- Did you document knowledge that didn't previously exist?

Strategic & Cross-Functional Leadership

- Did you represent your team in meetings above your level?
- Did you advocate for a decision that was later adopted?
- Did you lead a project involving multiple teams?

Operational Leadership

- Did you manage a budget, vendor, or external partner?
- Did you own a deadline that affected others' work?
- Did you step in when a manager or lead was absent?
- Did you manage scope or priority trade-offs?
- Did you lead a launch, rollout, or major delivery?

Crisis & Change Leadership

- Did you hold the team together during a difficult period?
- Did you navigate a significant change (restructure, pivot)?
- Did you de-escalate a client or stakeholder issue?
- Did you deliver under significantly reduced resources?

Thought Leadership

- Did you present to senior leadership or clients?
- Did you publish, speak, or contribute to a field conversation?
- Did you bring an external perspective that changed a decision?

☐ **Use Your Answers:** Every "yes" is a potential resume bullet or supporting evidence. Don't let these experiences live only in your memory — translate them into the Leadership Evidence Formula from Step 3.

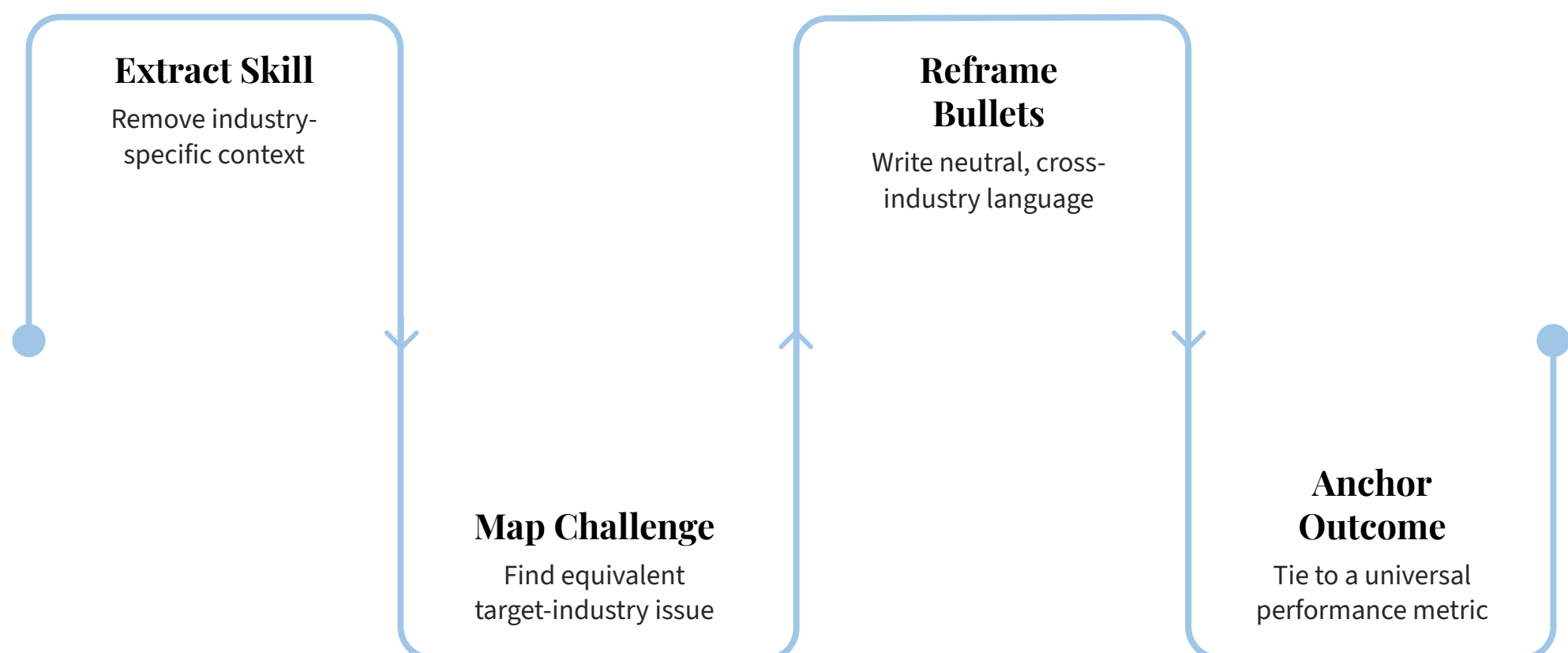
STEP 6

Career Changers: Translating Leadership Across Industries

If you're transitioning industries, you face a specific challenge: your leadership experience is real and substantial, but it may look unfamiliar to hiring managers in a new sector. The solution is not to downplay your background — it's to **translate the transferable leadership skills** into the language and context of the target industry. Leadership competencies are fundamentally portable. The ability to align stakeholders, build high-performing teams, drive through ambiguity, and deliver outcomes at scale doesn't belong to any single industry.

The translation requires three steps. First, identify the leadership skill at its most fundamental level — not the industry context, but the underlying capability. Managing a 15-person field operations team in logistics and managing a 15-person engineering team in tech both require the same core skills: performance management, goal-setting, coaching, prioritization, and communication. Second, replace industry-specific jargon with neutral, widely understood language. "Managed P&L for 3 distribution centers" translates more broadly than "Oversaw FIFO inventory rotations across cold-chain facilities." Third, amplify outcomes in universal terms — revenue, percentage improvements, time saved, and team growth translate across every industry without translation required.

"Your leadership skills are not industry-specific — your vocabulary is. Change the vocabulary, keep the credibility."



REAL-WORLD APPLICATION

Case Study: From Mid-Level Manager to Director — Reframing a 5-Year Career

Meet Priya. She's a 34-year-old operations manager with 9 years of experience across supply chain and retail. She's been passed over for two Director-level roles. Feedback: "You're operationally strong but we don't see strategic leadership in your background." Priya is applying to this guide's framework — here's what changed.

Before: Priya's Original Bullets

- "Managed daily operations for 3 regional warehouses"
- "Led weekly team meetings and performance reviews"
- "Worked with logistics team to improve delivery times"
- "Responsible for onboarding new warehouse staff"
- "Assisted with budget planning for Q3 and Q4"

Reading: **Competent executor. No strategic signal. No leadership arc.**

After: Rewritten Using This Guide's Framework

- "Redesigned operations model across 3 regional warehouses (combined throughput: \$22M/yr), cutting fulfillment errors by 41% in 12 months"
- "Built and led a 23-person team through a full ERP migration, delivering on time with zero operational disruption — the only regional hub to hit both milestones"
- "Pioneered a cross-functional logistics partnership with 2 external carriers, reducing last-mile delivery costs by 18% and improving SLA compliance from 71% to 96%"
- "Designed and rolled out a structured onboarding program that reduced ramp time for new hires from 8 weeks to 4, adopted by 2 additional regions within 6 months"
- "Led \$1.4M capex planning process for Q3/Q4 investments — sole contributor from operations — aligning 3 department heads on spend priorities"

Reading: **Strategic operations leader with scale, initiative, and cross-functional influence.**

The facts of Priya's career didn't change. Her leadership didn't change. What changed was how she framed it — and the result was an interview rate that more than doubled on her next application cycle.

The 7 Most Costly Leadership Resume Mistakes — and How to Fix Them

These are the patterns that consistently undermine even experienced leaders' resumes. Read through each one honestly and check whether it appears in your current draft. Every mistake listed here has a direct fix you can implement today.

1 Listing Responsibilities Instead of Leadership Acts

Mistake: "Responsible for managing the marketing team." **Fix:** Apply the Leadership Evidence Formula — add verb, context, and outcome. "Rebuilt the 8-person marketing team after a 40% attrition event, restoring full capacity within 90 days and delivering Q4 campaign on deadline."

2 Treating Every Role With Equal Depth

Mistake: Giving a role from 12 years ago the same bullet count as your most recent role. **Fix:** Taper aggressively. Earlier roles get 2–3 bullets max. Your narrative should be heaviest in the most recent 5 years.

3 Hiding Your Most Impressive Leadership Story

Mistake: Burying your single most impressive leadership achievement in bullet 6 because it happened last chronologically. **Fix:** Lead every role entry with your strongest leadership signal. Recruiters read the first bullet — make it count.

4 Using "We" Instead of "I"

Mistake: "We launched a new product line..." in an attempt to seem collaborative. **Fix:** Your resume is a document of your individual contribution. Use "I" framing even when the work was collaborative — clarify your specific role within collective achievements.

5 No Quantification Anywhere

Mistake: An entire resume with not a single number. **Fix:** Aim for at least 2–3 quantified bullets per role. If exact numbers aren't available, use relative comparisons: "reduced by roughly half," "largest account in the division," "first in company history."

6 Omitting People Development

Mistake: No mention of mentorship, coaching, or growing others. **Fix:** Add at least one people development bullet per role for any position where you managed or influenced others' careers. It signals leadership depth that pure output metrics cannot.

7 No Summary Statement at the Top

Mistake: Starting directly with work experience, leaving readers to construct your narrative themselves. **Fix:** Write a 3-line leadership identity summary at the top of your resume. It frames everything that follows and immediately signals your leadership positioning.

SELF-EVALUATION

Leadership Resume Self-Evaluation Scorecard

Use this scorecard before you submit any version of your resume. It takes approximately 10 minutes and gives you a clear, honest picture of how your resume currently performs on leadership progression. Score each criterion from 1 (not present) to 5 (strongly present), then total your score to assess overall readiness.

Evaluation Criterion	Your Score (1–5)	What "5" Looks Like
Resume opens with a clear leadership identity statement		3 lines that name scope, specialization, and trajectory
Each role entry includes a context-setting summary		2–3 lines establishing scope, mandate, and challenge
Bullets lead with strong leadership verbs		Every bullet opens with an action verb from the power bank
At least 2–3 quantified outcomes per role		Numbers, percentages, or scale markers in most bullets
Leadership progression is visible across roles		Each role clearly expands on scope or depth vs. prior role
At least one people development bullet per people-leader role		Mentorship, coaching, or career development of others named
Cross-functional or stakeholder influence is demonstrated		Evidence of leading beyond direct team or formal authority
No passive or weak verbs remain		Zero instances of "helped," "assisted," "supported," "was responsible for"
Recent role receives the most space and strongest bullets		5–7 bullets for most recent role; earlier roles have fewer
Overall narrative arc is coherent and forward-pointing		A reader can follow your growth trajectory without prompting



Score Interpretation: **40–50:** Ready to submit. Minor refinements only. **28–39:** Strong foundation — focus on the lowest-scoring criteria. **Below 28:** Significant revision recommended before submitting. Prioritize Steps 3 and 4 from this guide.

SUMMARY

Key Takeaways: Your Leadership Progression Resume at a Glance

You now have everything you need to transform your resume from a list of jobs into a compelling leadership progression narrative. These seven takeaways summarize the core principles of this guide. Revisit them every time you update your resume — before a new role, before a promotion application, before a major career pivot.

→ **Leadership progression is a narrative, not a title list**

Your resume's job is to show the arc of your growth — in scope, scale, influence, and judgment — not just a chronological list of employers and responsibilities.

→ **Use the Four Dimensions framework as your diagnostic**

Ownership, Influence, Scale, and Judgment are the lenses hiring managers use. Build evidence for each dimension across your career entries.

→ **Rewrite every bullet using the Leadership Evidence Formula**

[Strong verb] + [What you led] + [Context/Scale] + [Outcome/Impact]. This formula eliminates weak, task-focused language and replaces it with compelling leadership evidence.

→ **Structure is your silent narrator — use it intentionally**

Role summaries, bullet ordering, and space allocation all communicate leadership before a single bullet is read. Weight recent roles heavily and lead with your strongest evidence.

→ **Titles don't define leadership — evidence does**

Informal authority, scope expansion, organizational contribution, and people development are all valid — and often more impressive — forms of leadership progression.

→ **Career changers: translate the skill, not the context**

Leadership competencies are portable. Strip industry-specific language down to the universal capability, then reframe it in neutral language that any hiring manager can evaluate.

→ **Score yourself before you submit — every time**

Use the 10-point self-evaluation scorecard to objectively assess your resume's leadership progression signal before it goes to any recruiter or hiring panel.

NEXT STEPS

Your 7-Day Leadership Resume Action Plan

This guide is only valuable if you act on it. Use this structured 7-day plan to move from reading to having a fully upgraded, leadership-forward resume ready for submission. Each day is focused, time-bounded, and builds directly on the previous one. Most days require 30–45 minutes — do-able even for the busiest professional.



Day 1: Complete the Leadership Audit

Run your current resume through the Step 1 audit worksheet. Score every bullet. Mark the weakest 10 as your priority revision targets.



Day 2: Write Your Leadership Through-Line

Draft your leadership narrative arc. Write the one-sentence through-line. Score yourself on the Leadership Progression Matrix for each role.



Day 3: Rewrite Your Top 5 Bullets

Apply the Leadership Evidence Formula to your 5 weakest bullets using the Bullet Rewrite Workshop worksheet.



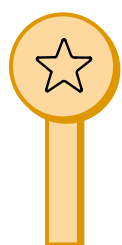
Day 4: Run the Hidden Leadership Finder

Complete the 25-point checklist for each of your last three roles. Convert every "yes" into a draft bullet using the formula.



Day 5: Add Role Summaries and Restructure

Write a 2–3 line role summary for each of your last three roles. Reorder bullets in each entry so the strongest leadership evidence comes first.



Day 6: Write Your Leadership Identity Summary

Draft the 3-line summary section for the top of your resume. Use your through-line and the strongest markers from your audit.



Day 7: Score and Finalize

Run your revised resume through the 10-point Self-Evaluation Scorecard. Address anything scoring below a 4. Your resume is now ready.



Remember: Your leadership story is real. Your impact is real. This guide simply helps you tell it in a way that hiring managers can see, understand, and act on. You've built this career — now own it on the page.