



Ryberg Group, LLC

Ryberg Group's

**GUIDE TO A JOB SEARCH**



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# Resume Builder Worksheet



Ryberg Group, LLC

**Date:**

**Client Name:**

Please type in any applicable areas that are not already provided on an existing cover letter, resume or LinkedIn profile. **Time Saver Hint:** Obtain Job Descriptions and Performance Reviews from any previous positions, experiences or projects. Please send these copies directly to your consultant.

**Relax and keep it simple.** Your consultant is looking for a total of 3-4 major items per position. As you go through each position, make it a goal to have at least a few of the items filled out that have not already been provided. **Your consultant will have more than enough material.**

**Home Address:**

**List Cities, States or Geographic Locations You Are Available to Work In:**

**Cell Phone:**

**Email Address:**



**Objective:**

What type of position are you seeking? Include position titles, industries, pay ranges and any other requirements you identified as **Goals** on your **Job Search Checklist**.

**Education:**

List all high schools, colleges and universities from which you have earned credits, a degree or will earn a degree. Start with your most recent first.

1. Include school, city, state, degree, GPA, graduation date, majors, concentrations, minors and semester honors.
  - a. Include number of credits earned if you did not graduate and expected graduation date if still actively pursuing degree.
2. Include any research or class projects which are related to your field of interest if appropriate.
  - a. This is critical if you do not have internships or any work experience in your field of study.
  - b. If this is the case, use the space provided for “Experience” below and treat your project or research as thoroughly as an experience and provide more details in that section.
3. Include any special recognition or awards.

**Time Saver Hint:** If you have already started or finished a higher education program outside of high school, you can skip all of your high school information.



**Education Continued:**



### **Training Courses:**

List all training courses you have participated in that are relevant to your profession or field of study. Include vendor, date and any credits earned.

### **Certifications and Licensures:**

Examples might include CPR, First Aid, Microsoft, CPA, Bar Exam, etc. Include name of certificate or license, license number assigned, date received, date expired and granting organization.

### **Experience – Work History, Internships, Volunteer Opportunities, Projects and/or Related:**

**Please list any key information that is not already provided in your attached materials.** Ideally you only need the last 0-5 positions or 0-10 years of experience. **Tip:** For outstanding achievements outside of these date ranges there will be a separate section at the end to list it so material can be incorporated as needed by your consultant.

**You can provide minimal data to save you time. If your consultant needs something clarified, they will let you know. Do not let the enormous number of fields overwhelm you.** They are provided to trigger your brain to think of important pieces of information you might otherwise have forgotten about. Each client will be triggered by a certain field differently so relax and complete yours to the best of your own ability and interest.

**Our goal? We love numbers** so if we have just one number per experience, that's awesome - even something as simple as the number of people in your company can help us make your resume pop!



**Current or Most Recent Position/Experience:**

Please complete as applicable for your current or most recent position or experience. **Additional space is provided at the end of the worksheet for experience/position(s) 2-5 in the same format.**

Position:

Dates Employed:

Employer:

City, State:

3-5 Position Responsibilities:

2-5 Work Accomplishments using the **P.A.R. Approach**:

a. What **Problem** Existed?

b. What **Action** did you take to resolve it?



c. What were the beneficial **Results** of your action?

Number of People in Department:

Number of People in Company:

Number of People Supervised:

Opportunities or Praises based on **Recognition**:

a. Were you asked to take on more responsibility?

b. Were you awarded a promotion or award?

c. Did you earn a special bonus?

d. Did you receive positive feedback from a supervisor, co-worker, vendor or customer? Are you able to quote anyone on this feedback from a review or their written consent? If so, please include.



Numerical Achievements:

- a. List anything that can be numerically stated.
- b. Examples include increased efficiency by 25%, decreased coordination time by 2 hours, or increased volume by 10%.

This is the hardest part of the process but most of us have something we accomplished that can be stated in a numerical format. You only need one example per job no matter how minor it may seem if it's not already listed in another place on here or in your materials to really make your resume pop.

Total Volume of your Assigned Work in Dollars, Repetitions or Customers:

Revenue Increases:

Cost Savings:

Sales Increases:

Market Growth Increases:

Number of Hires:

Number of Terminations:

Number of Employees Trained:

Anything else that demonstrates your talents?

- a. Examples include creation of a manual, checklist, process, policy or training provided to others.



**Additional space is provided at the end of the worksheet for position(s) 2-5 in the same format and achievements outside of those timeframes.**

**Honors and Awards:**

Please list the name(s) of any honors or awards received as well as the date received and name of organization giving award.

**Professional Skills:**

Please list any proficiencies not already identified in this worksheet or your materials that addresses any professional techniques or key skills related to your future desired job.

**Languages:**

Note the level of fluency of any languages spoken besides English.

**Computer or Technical Skills:**

Please list programs and languages you are able to use and industry related systems you are familiar with. If you have implemented, upgraded or provided training on any of these systems, please note that experience too.



**Professional Associations and Networking Groups:**

Please list the name of any organizations you belong to that are relevant to your profession including dates of membership and any leadership positions held.

**Community Involvement:**

Highlight any activities or community involvement not already listed and include leadership roles and length of membership or participation.

**Top 5 Skills:**

Name the top 5 skills you feel you possess for a professional setting.

**Top 3 Weaknesses:**

Name the top 3 weaknesses you feel you possess for a professional setting.



**2nd Most Recent Position/Experience:**

Position:

Dates Employed:

Employer:

City, State:

3-5 Position Responsibilities:

2-5 Work Accomplishments using the **P.A.R. Approach**:

a. What **Problem** Existed?

b. What **Action** did you take to resolve it?



c. What were the beneficial **Results** of your action?

Number of People in Department:

Number of People in Company:

Number of People Supervised:

Opportunities or Praises based on **Recognition**:

a. Were you asked to take on more responsibility?

b. Were you awarded a promotion or award?

c. Did you earn a special bonus?

d. Did you receive positive feedback from a supervisor, co-worker, vendor or customer? Are you able to quote anyone on this feedback from a review or their written consent? If so, please include.



Numerical Achievements:

- a. List anything that can be numerically stated.
- b. Examples include increased efficiency by 25%, decreased coordination time by 2 hours, or increased volume by 10%.

Total Volume of your Assigned Work in Dollars, Repetitions or Customers:

Revenue Increases:

Cost Savings:

Sales Increases:

Market Growth Increases:

Number of Hires:

Number of Terminations:

Number of Employees Trained:

Anything else that demonstrates your talents?

- a. Examples include creation of a manual, checklist, process, policy or training provided to others.



**3rd Most Recent Position/Experience:**

Position:

Dates Employed:

Employer:

City, State:

3-5 Position Responsibilities:

2-5 Work Accomplishments using the **P.A.R. Approach:**

a. What **Problem** Existed?

b. What **Action** did you take to resolve it?



c. What were the beneficial **Results** of your action?

Number of People in Department:

Number of People in Company:

Number of People Supervised:

Opportunities or Praises based on **Recognition**:

a. Were you asked to take on more responsibility?

b. Were you awarded a promotion or award?

c. Did you earn a special bonus?

d. Did you receive positive feedback from a supervisor, co-worker, vendor or customer? Are you able to quote anyone on this feedback from a review or their written consent? If so, please include.



Numerical Achievements:

- a. List anything that can be numerically stated.
- b. Examples include increased efficiency by 25%, decreased coordination time by 2 hours, or increased volume by 10%.

Total Volume of your Assigned Work in Dollars, Repetitions or Customers:

Revenue Increases:

Cost Savings:

Sales Increases:

Market Growth Increases:

Number of Hires:

Number of Terminations:

Number of Employees Trained:

Anything else that demonstrates your talents?

- a. Examples include creation of a manual, checklist, process, policy or training provided to others.



**4th Most Recent Position/Experience:**

Position:

Dates Employed:

Employer:

City, State:

3-5 Position Responsibilities:

2-5 Work Accomplishments using the **P.A.R. Approach**:

a. What **Problem** Existed?

b. What **Action** did you take to resolve it?



c. What were the beneficial **Results** of your action?

Number of People in Department:

Number of People in Company:

Number of People Supervised:

Opportunities or Praises based on **Recognition**:

a. Were you asked to take on more responsibility?

b. Were you awarded a promotion or award?

c. Did you earn a special bonus?

d. Did you receive positive feedback from a supervisor, co-worker, vendor or customer? Are you able to quote anyone on this feedback from a review or their written consent? If so, please include.



Numerical Achievements:

- a. List anything that can be numerically stated.
- b. Examples include increased efficiency by 25%, decreased coordination time by 2 hours, or increased volume by 10%.

Total Volume of your Assigned Work in Dollars, Repetitions or Customers:

Revenue Increases:

Cost Savings:

Sales Increases:

Market Growth Increases:

Number of Hires:

Number of Terminations:

Number of Employees Trained:

Anything else that demonstrates your talents?

- a. Examples include creation of a manual, checklist, process, policy or training provided to others.



**5th Most Recent Position/Experience:**

Position:

Dates Employed:

Employer:

City, State:

3-5 Position Responsibilities:

2-5 Work Accomplishments using the **P.A.R. Approach**:

a. What **Problem** Existed?

b. What **Action** did you take to resolve it?



c. What were the beneficial **Results** of your action?

Number of People in Department:

Number of People in Company:

Number of People Supervised:

Opportunities or Praises based on **Recognition**:

a. Were you asked to take on more responsibility?

b. Were you awarded a promotion or award?

c. Did you earn a special bonus?

d. Did you receive positive feedback from a supervisor, co-worker, vendor or customer? Are you able to quote anyone on this feedback from a review or their written consent? If so, please include.



Numerical Achievements:

- a. List anything that can be numerically stated.
- b. Examples include increased efficiency by 25%, decreased coordination time by 2 hours, or increased volume by 10%.

Total Volume of your Assigned Work in Dollars, Repetitions or Customers:

Revenue Increases:

Cost Savings:

Sales Increases:

Market Growth Increases:

Number of Hires:

Number of Terminations:

Number of Employees Trained:

Anything else that demonstrates your talents?

- a. Examples include creation of a manual, checklist, process, policy or training provided to others.



**Outstanding Achievements Outside of Your Last 10 Years of Experience or 5 Last Positions:**

Please list anything not already provided above or with your materials that you feel is important such as prior roles, accomplishments or achievements.



**Anything Else:**

Please list anything else you would like your consultant to be aware of such as terminations, layoffs, or pertinent information that needs to be weaved into your professional history. If there is anything else that you would like to consider including, list it here as well.

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# Job Search Checklist



Ryberg Group, LLC

## Preliminary Organization

Obtain job descriptions from previous positions and experiences.

Obtain positive performance reviews from previous positions and experiences.

Obtain positive quotes or testimonials from previous positions and experiences.

Obtain numerical facts, statistics and data from previous positions and experiences (minimum of 1 per position or experience).

Obtain factual details and dates from previous positions and experiences.

Obtain education, training details and dates from previous schooling, training courses, certifications earned and relevant professional continuing education or designations.

Ensure you have a professional email address, voicemail greeting and mailbox settings activated.

Create a list of at least 3 professional references including their names, title, current organization, email address and phone number reachable during business hours.

- ✓ If you need to locate this information, do so now so that is current and ready to be given out quickly during the offer stage. Use this opportunity to check in with your references and ensure they are willing to advocate for you regarding an opening.
- ✓ You never know what may happen; oftentimes your references may already know of an opening you're perfect for.

**HINT:** Keep this information in a folder and continue to add to it as you grow in your career so the next time you need to do this, it's so much easier.

## Goals

Research your desired job(s) and location(s) to see what is available.

- ✓ Indeed, Glassdoor, LinkedIn and Google are great sources for this.

Determine your ideal top 3 scenarios and write a list of why they are in your top picks.

Identify the ideal salary range, schedule and requirements for your next position.

- ✓ Utilize Salary.com, Glassdoor and Indeed for this data.
- ✓ The U. S. government maintains an adequate place for comparing the data you find at this site: <https://www.bls.gov/bls/blswage.htm>.

Think about how you will make a roadmap to land your desired next position or experience.

- ✓ Begin to write a plan of action down. By having something in writing, you can make it more manageable and real.
- ✓ Break your action plan into daily/weekly/monthly tasks based on your goal date of a new position.



**STUCK ALREADY?** Let's talk so we can identify your goals before proceeding further. You cannot get to where you are going if you don't have a clue what that should look like for you.

### Google Yourself

Correct any negative search results as possible.

Switch your social media settings to private as possible or update your personal name as applicable to limit any hiring managers, recruiters or nosey parties from finding your personal information.

Push out any positive search results as possible.

**DON'T TIP OFF YOUR CURRENT GIG.** Ensure you mark off for "Sharing Profile Edits" on LinkedIn. There is no faster way to notify your current boss or HR Department you may be looking for a new position than seeing your massive profile edits (don't worry - we talk about those further down).

### Resume

Write or update your resume based on your goals identified above. Word has some great starter templates to assist with formatting.

Have someone else proof your updated resume to catch anything you may have missed.

Save a completed version of your Resume in Word for ongoing edits as you'll likely need to tweak it for each job you apply with.

- ✓ Do not forget to always send your Resume as a PDF document. It looks so much better to the end user in PDF plus many professionals may be viewing it on a tablet or phone so it will read and print more clearly to them this way.

**NEED HELP? The Ryberg Group, LLC can help with any of these steps.** Consider hiring a professional such as us to write this important document for you or provide constructive feedback based on your identified goals.

### Cover Letter

Write or update your cover letter based on your goals identified above. Word has some greater starter templates to assist with formatting.

Have someone else proof your updated cover letter to catch anything you may have missed.

Save a completed version of your Cover Letter in Word for ongoing edits as you'll likely need to tweak it for each job you apply with.

- ✓ Do not forget to always send your Cover Letter as a PDF document. It looks so much better to the end user in PDF plus many professionals may be viewing it on a tablet or phone so it will read and print more clearly to them this way.
- ✓ You will need to consider minor edits to your cover letter for each job you apply to based on the job advertisement details.



**ROADBLOCK? The Ryberg Group, LLC can help with any of these steps.** Consider hiring a professional such as us to write this important document for you or provide constructive feedback based on your identified goals.

### LinkedIn Profile

Create or update your profile based on your goals identified above.

1. Add a current, professional headshot. We recommend a new one every 3 to 4 years. No budget? Consider JC Penney's, Portrait Innovations, or someone with a good talent take for you. Dress like you would for an interview!
2. Create a custom URL.
3. Update your privacy settings to your comfort level. See above - lock what you don't want current employers to see.
  - ✓ Consider blocking individuals you may be very concerned about during your search if you feel they could jeopardize your current position.
4. Your content should follow and mirror your resume but differentiate too. The goal is to land an interview or be found by a recruiter so the 2 items should be similar but still stand out from one another.
5. Add skills and ask for Endorsements.
6. Definitely obtain a minimum of 3 recommendations. Consider supervisors, peers, vendors, professors, clients, customers or professional group contracts as sources of recommendations.
7. Keep years off of education unless you're a total new grad (less than 1.5 years out from graduation).
8. Turn on the Career Interests section and ensure you fill it out based on your above goals.

Have someone else proof your profile to catch anything you may have missed.

**The Ryberg Group, LLC can help with any of these steps.** Consider hiring a professional such as us to write or edit this important platform for you or provide constructive feedback based on your identified goals.

### Networking, Professional Societies and Relevant Groups

Join at least two professional societies related to your profession.

- ✓ Save your receipts on this or any job search related expenses and check with your accountant on which ones are tax deductible. **Note, some of the services the Ryberg Group, LLC offers may even be tax deductible!**
- ✓ Track which groups will be important to you throughout your career and negotiate the expenses to join or attend events as part of your offer package when you receive a job so you can continue your career development and networking opportunities.

Join at least one local networking group or select one in the location of your desired job.



Utilize your existing contacts to set up coffees, informational sessions or phone calls to strengthen your current contacts and develop more through them.

**The Ryberg Group, LLC can help with identifying relevant places to start if you're unsure.** Consider hiring a professional such as us to help you identify unique ways to network and become established with the right contacts.

## Applications

Apply to jobs of interest based on your identified goals.

- ✓ Tailor each application to match the job you are applying to by tweaking key words into your cover letter, resume or LinkedIn profile.
- ✓ Yes, you do need to slow down and diligently fill out all pieces of an ATS (Applicant Tracking System) submission. It's a site that helps prepare you for strong personality assessment results. We were skeptical too - but our clients had tremendous success in their interview invitations after utilizing it.
- ✓ **TIP:** Go to <https://skillsyncer.com> to compare your resume against the job ad to see if you meet the key words requirement. Tweak as needed to boost your chances of being called. Our clients have had tremendous success with this site and their interview invites!

Post your resume to relevant job boards or professional societies in order to be found by recruiters.

Consider blasting your resume to multiple boards via one of the recommended sites stated in this article: <https://www.careercloud.com/news/2015/3/8/10-sites-you-should-be-posting-your-resume-on>

- ✓ This method is not recommended for executive level candidates if seeking another C-suite level position but is sufficient for mid-level candidates and below.

Network. Who do you know that helps make hiring decisions? How can you begin to network with these types of individuals?

Do your research - find out who the key recruiters, staffing agencies and parties are on the scene for your ideal jobs. Find ways to have information sessions, coffees or other facetime with these parties.

- ✓ Utilize your network for introductions to these contacts.

**EASIER SAID THAN DONE?** Our consultants can help you come up with a plan and scripts for these situations. Each person's situation, goals and roadmap will look different so let us help you if you need it.

## Interview Preparation

Get ready for your upcoming interviews via Skype, phone, and in-person. These may include group interviews, casual coffees or intense round after round after round. Each employer does this differently so the more you can prepare, the better.

- ✓ Set up Skype now if there is any chance of it being part of the process. Test it out and get used to it before the first interview.
- ✓ Personality assessments scaring you or preventing you from moving forward? Our clients have had positive results from [www.jobtestprep.com](http://www.jobtestprep.com).



Practice makes perfect. Research your ideal employer on Glassdoor or similar sites for examples or feedback from other candidates. Are you ready for any of the questions listed at this link: <https://www.glassdoor.com/blog/common-interview-questions/> ?

- ✓ Consider hiring a professional such as us to conduct a highly customized mock interview for your goals identified above. This will help you with questions to be prepared for as well as advice on how to best answer them.

**SECRET TIP?** Get experience in a real setting. Apply to some jobs of no interest to you for the sake of getting interview practice. Learn from these experiences and help settle future nerves by having a few under your belt.

### How to Interview the Employer and Obtain Your Goals

Ask questions, pay attention and don't miss the signs of what you may or may not be getting into should you receive an offer.

Come prepared with at least 5-8 questions to ask. Focus on questions that ensure the position and culture is the right fit for you. Do your research in advance through sources such as Glassdoor to ask the right questions and get the most of your experience.

Use this opportunity to gather information that may be needed during the offer negotiation process too.

- ✓ Make an employer want you before you ask for or attempt to negotiate anything such as a flexible or reduced hours schedule, remote office days or other ideal scenario. You will get further in this arrangement if you wait until you have been extended an offer. Thus, ask cautiously about these ideal desires to learn more without giving away your wishes until an offer is in hand. **At that point, you will have more leverage as the top candidate.**

**DO NOT FORGET THEY ARE SELLING YOU.** Ensure you interview them too. Not sure how to do this? Utilize a professional to help you prepare for the interview and obtain the necessary information you need prior to accepting an offer. The Ryberg Group, LLC is available to help in this capacity.

### *Examples*

1. Why is the position open?
2. Can I see a current Organization Chart? How long has each person been working for my potential boss or other managers at this organization?
3. Are bonuses, merit increases and other opportunities for financial growth in writing or purely subjective each year?
4. Is the 401(k) match in writing or discretionary?
5. If you state you offer continuing education or tuition reimbursement, can you tell me about someone that has utilized it recently and how that worked out for their position and career growth here?



- 6. How does new hire orientation and training work at your company?
- 7. What types of team building or leadership development takes place here?
- 8. Can I see a Summary of Benefits for all items offered to employees? What was the average increase of costs to the employee for the past 3-5 years?
  - ✓ Always ensure you receive a Summary of Benefits for what someone claims is offered to you. If you have health or dental concerns that can be expensive, ensure you ask to see the Summary Plan Document for that particular plan and check with the vendor to ensure your items are covered before accepting any offers.
  - ✓ The same advice goes to 401k, bonuses and annual merits. Ensure you receive something in writing if they claim something is part of your package or will be in the future. Lots of companies will “undersell” you on the promise of what is to come but there is nothing in writing to guarantee it in the future. That typically means because it does not nor will it exist in the near future.
    - a) Sometimes this is fair - start-ups, new acquisitions, or major shake-ups could make this risk worth taking and could indeed pay off for you.
    - b) It’s important to carefully weigh these items before accepting any position and truly understand the risk you are taking and what you are receiving.
- 9. Do at least 2 people give the same answers? A good sales person will tell you what you want to hear. It’s more likely to be true if you obtain universal answers.
  - ✓ If you do not receive consistent answers, warning bells should go off and you should get clarification in writing on any areas in dispute.
  - ✓ No job will be perfect but it’s important to find the one that is the right fit for you at the right time so you can reach your goals and progress as you desire for your situation.

**Post Interview Necessities**

Always send an email thank you to anyone you interviewed with. You do not need to do a hand written one any longer as it may get there after they make their decision.

Wait. Be patient. Stay busy with something else.

- ✓ Forgo the desire to check in too soon.

If you have waited at least 7 days from an interview and have not heard back, it’s appropriate to follow-up with the recruiter to see if any decisions have been made in the process.

- ✓ If they’re interested in you, you will hear when the timing is right. After one check-in, let it go and move on to other possibilities. Stay open to the opportunity should their timing work out later but don’t put all your eggs in one basket and wait for months either.

K Y fYVt a a YbX Uh YUgh %df] cf gi dYfj ] gcf Ug U fYZYfYbW / h Y a cfY h Y VYHYf ] Znci Wlb cZYf h Ya " DYYfg cf a UbU [ Ya Ybh Yj Y h Yg UfY U k Ung dfYZffYX c j Yf Z YbXg cf gi VcfX ] bUY Yj Y dcg ] hcbg " H \ ] g Wlb VY \ UfX Ug h Y nYUfg [ c cb XYdYbX ] b [ cb nci f Yj Y UbX Xi h Yg ! Vtbg ] XYf Vj Y b g z W g h a Yfg cf Vi g ] b Ygg dUfb Yfg \ dg ] b Ui h cf ] m Yj Y dcg ] hcbg cf g hcb [ fYdi h ] cbg Ug k Y "

- ✓ We suggest having references listed on a template that matches your cover letter and resume for giving the end viewer a solid document and overall package to look at - this shows incredible attention to detail. We provide our template and writing clients with one free of charge.



**Steer Carefully with Current Supervisors for Reference Checks.** How to handle the dreaded current supervisor dilemma? State in your email or verbal message *My attached references will enthusiastically confirm X, Y and/or Z. Please note since I am applying for this position confidentially, I have listed a reference at my current company that is not my supervisor. Should I be considered the top candidate for an offer, I would happily provide my supervisor's contact information following my ability to have a conversation notifying them of my pending offer and reference check. I appreciate your understanding in my need to remain confidential until that point in time.*

**PATIENCE.** Most recruiters or hiring managers are juggling a million tasks. While it is your priority, it may not be their number one priority or they may need approval that takes time.

**TIP?** Use this time to organize your interview notes and materials to ensure you verify any key items prior to accepting an offer.

### Offer Stage

Congratulations! Evaluate this offer. Does it meet the job duties, salary range, schedule and other requirements you identified above? Should you accept it? If not, respectfully decline.

#### *If yes, now what?*

Would you like to negotiate any terms? Typically the answer is yes. Examples include:

- Pay
- Hours
- Vacation or PTO
- Start Date
- Continuing Education or Higher Education Credits
- Professional Organization or Networking Group Costs
- Severance Based on Sale or Acquisition of Organization
- Remote Work Schedules
- Stock Options
- Profit Sharing
- Payback Agreements
- Vehicle or Auto Allowance
- Travel Points and Your Ownership of Any Earned
- Partnership Terms
- Benefits
- Cell Phone
- Reimbursements for Internet or Home Office Expenses

### **Conclusion**

We sincerely hope you land the job of your dreams for right now in your career. When you're ready to move in your current company or look elsewhere again, we recommend you refer back to this checklist for tips and pointers. You can find more information about any of our economical and customized job and career consulting services at [www.ryberggroup.com](http://www.ryberggroup.com).

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# Thank You Letter Template



Ryberg Group, LLC

Month Day, Year

COMPANY

Attention: Hiring Manager or Human Resources  
1208 Street Name, Suite 132  
City, XY 55555

Dear Name:

Thank you for taking time from your busy schedule to meet with me yesterday regarding the position of Insert Name. Insert 1-2 sentences describing what interested you the most about the culture/fit of organization or interviewer based on this interview (for example: It was fascinating to learn more about your background and vision for the growth of the department. I loved the fact it sounded very fast-paced and cutting edge).

I am confident that I can meet your performance expectations if hired as an employee of Insert Company Name. The desired attributes you mentioned most often in our meeting, along with my qualifications and experience would make me an excellent fit for your vacancy. Based on our meeting, I feel I could bring the following essential skills and personality traits for your position and team:

**List Top Soft Skill**

Describe top soft skill you possess that they mentioned needing.

**List Top Technical Skill**

Describe top technical skill you possess that they mentioned needing.

**List Top Personality Fit**

Describe top personality fit you possess that you thought matched their culture.

My references will enthusiastically confirm I am a dependable and flexible team player with the skill set you are looking for in this position. I sincerely look forward to hearing back from you regarding your final hiring decision. I would greatly appreciate any feedback you may have to give to me as well. If you need any additional information from me, please do not hesitate to reach out.

Sincerely yours,

*Signature*

FULL NAME

Cc: Human Resources or Hiring Manager

# Letter of Resignation Template



Ryberg Group, LLC

Month Day, Year

COMPANY

Attention: Hiring Manager or Human Resources  
1208 Street Name, Suite 132  
City, XY 55555

**Re: Letter of Resignation**

Dear Name,

Please accept this letter as formal notification that I am resigning from my position as Title with Company. My last day will be on Month Day, Year.

Thank you so much for the opportunity to work [in/with this position or company] for the past Insert Tenure. I've greatly enjoyed and appreciated the opportunities I've had to [name a few of your favorite job responsibilities], and I've learned [a few specific things you've learned on the job], all of which I will take with me throughout my career.

**During my last two weeks, I'll do everything possible to wrap up my duties and train other team members.** Please let me know if there's anything else I can do to aid during these last two weeks.

I wish the company continued success, and I hope to stay in touch in the future.

Sincerely yours,

Signature

FULL NAME

Cc: Human Resources or Hiring Manager



# RYBERG GROUP, LLC

Employee Branding ✦ Career Consulting

## 100% Customized to Your Needs

My approach is to make this process as simple as possible for you, yet offer you more than you could come up with on your own, guiding you to the ideal position for you during each season of life.

HR Leadership  
Background

15+ years of senior-level human resources and business experience now focused exclusively on helping clients see through the lens of a hiring manager.

Certified Professional  
Resume Writer

Obtained through the Professional Association of Resume Writers and Career Coaches.

Direct and Practical

Guided coaching to get you where you need to go quickly. Don't mistake a "no-frills" approach as not enough. Be prepared to be blown away with personalized feedback and action steps.

If you would like to explore one of my products or services further, please visit [ryberggroup.com](http://ryberggroup.com)

**SMARTEST Job Search Action Plan**

<b>Your Dream Jobs:</b>	<b>Your Top 5 Job Requirements at this Season of Life:</b>

	<b>S</b>	<b>M</b>	<b>A</b>	<b>R</b>	<b>T</b>	<b>E</b>	<b>S</b>	<b>T</b>
<b>Categories for your NEEDS and WANTS</b>	List down your goals <b>SPECIFICALLY</b>	How would you <b>MEASURE</b> your success?	Describe your <b>ACTION PLANS</b>	Are your goals <b>REALISTIC?</b> Doable? Attainable? Yes/No	What is your <b>TIME</b> frame for these goals?	<b>EXPECTATION MANAGEMENT</b> Under what circumstances will you consider adjustments?	<b>SCHEDULED</b> Have you blocked the necessary time to complete or outsource tasks into your planner or personal schedule?	<b>THOROUGHLY</b> Did you complete this step to the best of your ability?
Mental Game								
In-Progress Skills								
Cover Letter								
Resume								
LinkedIn Profile								
Job Search Tracker								
Apply Online								
Networking								
Assessment Preparation								
Interview Preparation								
Reassessment and Progress Check-In								
Your Market Value								
Personal Branding and Appearance								
Research and Trusting Your Gut								
Interview Them and Verify Your Gut								
Thank Yous and Rejections as a Network Opportunity								
Counter Offers and Negotiating								
Keep Options Open								
1st 90 Days								

created by Ryberg Group, LLC  
 www.ryberggroup.com  
 info@ryberggroup.com

**Set up a free 15-minute consultation to discuss how Ryberg Group, LLC can help you at [www.calendly.com/nryberg](http://www.calendly.com/nryberg)**