Merchandise Yourself Sample Outline

Eric, thank you for making the time to meet with me. My intention is that you leave our conversation clear on my key contributions to the company and my ambitions for the future, and that you agree to advocate for me in the next promotion cycle. My ambition is to get to the next level in 18 months, in this business unit or another one in the company.

As you know, I've spent 10 years in Consumer Products in global and regional supply chain positions predominantly in manufacturing plants. I lead a global team of 60.

Two accomplishments or contributions to the company that I am most proud of are…

1. The work I did developing and scaling a global standard process called X that addressed bottlenecks resulting in 10% increased productivity.
2. I am also incredibly proud of how we've been able to keep operations running during COVID pandemic conditions. Despite 12% absenteeism, we've been able to deliver the required volume for all regions we serve achieving a record high production in September, and more importantly, taking care of our high-risk people.

The skills that made this possible are:

* My ability to work under ambiguous situations – decide and act without having the total picture, and handle risk and uncertainty.
* How I bring high energy in tackling challenging projects – I thrive on tough challenges and am constantly challenging the status quo and learning new ways to do things.
* I bring creativity, optimism, and a collaborative spirit to everything I do.
* And my ability to inspire and lead by example.

Given your role, what new skills do I need to get there and be successful?

What can you share about your personal experience to help in my journey?

Request & close:

I really appreciate all your counsel and advice. Now that you know more about my contributions and ambition, are you willing to advocate for me with the leadership team in the next promotion cycle? (If yes, thanks; if no, what more would you need to know? What gaps do you see that I would need to work on?)