

# Blackblot® PMTK

## Traditional Curriculum

### Vitae



<Comment: Replace the Blackblot logo with your company logo.>

Company Name: <Enter company name>

Product Name: <Enter product name>

Date: <Enter creation date>

Contact: <Enter contact name>

Department: <Enter department name>

Location: <Enter location>

Email: <Enter email address>

Telephone: <Enter telephone number>

Document Revision History:

Date	Revision	Revised By	Approved By
<Enter revision date>	<Revision #>	<Enter your name>	<Enter name>

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## 1. Introduction

### 1.1. Document Objective

This document provides a framework for preparing a product management-oriented curriculum vitae in a traditional format.

*<Comment: A traditional curriculum vitae (CV), also known as a résumé or curriculum vita, is a document that outlines an individual's professional history, education, and key contributions. It aims to demonstrate the candidate's current and future value to an organization.*

*The traditional CV follows conventional hiring practices, which assess a candidate's suitability based on their academic background, vocational education, work experience (including previous roles, companies, and durations), and job titles.>*

## 2. Curriculum Vitae Authoring

### 2.1. Section Objective

This section describes the principles that guide preparing a product management-oriented curriculum vitae.

*<Comment: The traditional curriculum vitae is not merely a record of your previous work and education.*

*While it traditionally focuses on qualifications like educational background and past job titles, the traditional curriculum vitae should highlight what you can do, past achievements, potential contributions, and the value you can bring to a company in a specific role.*

*The traditional curriculum lets the reader discern your specific skills and proficiency levels.>*

### 2.2. Scope of Competancies

Those in the product management field must possess many skills with a cumulative emphasis on strategic thinking and numerical analysis. Responsibilities may vary from company to company, but the core job function encompasses formulating market requirements and contributing to the search for the most productive way to build long-term value for a product.

*<Comment: When looking for qualified product managers, hiring managers carefully consider and query candidates on the four business competency components. Subsequently, product managers' curricula vitae should reflect their capability levels in the four business competency components.>*

### 2.3. Business Competency Components

This sub-section describes the components that reflect business competency.

#### 2.3.1. Domain Expertise

Specific industry experience and technological know-how.

- Industry experience.
- Workplace accomplishments.
- Appropriate blend of education, training, and credentials.

### 2.3.2. Functional Expertise

Knowledge of processes, tools, and techniques to plan/market products.

- Writing quality market requirements.
- Ability to execute specific product management tasks.
- Understanding relevant terminology and definitions.
- Knowledge of product management processes and procedures.
- Familiarity with product definition and management team structures.

### 2.3.3. Soft Skills

Non-technical skills, mainly communicative (written, verbal, and presentation), used in business.

- Thought leadership.
- Communication skills.

### 2.3.4. Strategic Aptitude

Long-term planning and decision-making abilities that help achieve corporate objectives.

- Professional development.
- Execution of a product definition process.
- Product and market strategy formulation.

## 2.4. CV Preparation Guidelines

Include and use product management terminology as appropriate.

Be more strategic than tactical and more managerial than technical.

Be clear about the particular products you managed and their performance.

## 3. Professional Identity

### 3.1. Section Objective

This section describes preparing a professional identity statement.

### 3.2. Professional Identity Statement

Professional identity is a concept, presented as a statement, that defines an individual's character from a career and occupational perspective.

It serves as the foundation for charting a career path, determining which companies and organizations to pursue, and guiding the creation of a targeted CV. It also opens specific job opportunities and shapes a professional development plan.

A professional identity is centered around a single occupation and specialization, determining how an individual is perceived in their field.

The products worked on, or the technologies used should not shape one's professional identity. Instead, the focus should emphasize domain specialization rather than specific products or technologies.

The professional identity statement template is "<Name> is a <profession>, specializing in <specialization>".

*<Comment: Following are fictitious examples of correct professional identity statements:*

- "Jordan Rivera is a Senior Product Strategist specializing in Financial Services and Banking."
- "Morgan Gray is a Product Manager specializing in Education/Learning Services."
- "Taylor Smith is a Product Marketing Manager specializing in Travel and Hospitality."

*Following are fictitious examples of incorrect professional identity statements:*

- "James Carter is a Product Manager specializing in AI-driven SaaS Solutions."
- "Casey Blake is a Technical Product Manager specializing in Middleware APIs."
- "Alex Brooks is a Senior Product Executive specializing in Scaling Agile Workflows."

*A professional identity statement is often retained for at least a decade.>*

#### 4. Product Management CV

##### 4.1. Section Objective

This section describes a professional, traditional product management-oriented curriculum vitae's structure and format.

##### 4.2. Product Management CV Template

*<Comment: See template and example in the following pages.>*

<FirstName LastName – Curriculum Vitae>  
<Street, Town, State, Zip  
phone, email>

### Professional Identity

<Enter your professional identity, a statement embodying the role and responsibilities you seek professionally.>

### Professional Summary

- <Enter text.>
- <Enter text.>
- <Enter text.>

*<Comment: The first bullet point highlights your education and unique competitive advantage. Then, using no more than three bullet points, describe the key highlights of your career, organized by tenure or importance. These bullet points focus on your accumulated experience and achievements, presenting them in a factual manner that reflects the competencies developed through your accomplishments over time. Alternatively, this information can be combined into a concise paragraph of no more than two sentences.>*

### Professional Experience

COMPANY (company description), City, State, Country  
Workplace Title, Begin Date-End Date

<Enter text.>

*<Comment: Summarize your workplace accomplishments, key contributions, or professional gains in no more than three bullet points, listed in descending order of tenure or significance. Each point should clearly demonstrate how these achievements translate into future contributions and job performance. Avoid listing job descriptions; instead, focus on the responsibilities you undertook.>*

### Education

INSTITUTION, School, City, State, Country  
Degree, Graduation Date

<Enter text.>

*<Comment: In no more than two bullet points, listed in descending order of significance or tenure, highlight your educational accomplishments, key contributions, or awards. If your employment history is limited, the Education section may precede the Professional Experience section.>*

- Certifications: <Enter text.>
- Training: <Enter text.>

### Additional Information

- Languages: <Enter text.>
- Technical Skills: <Enter text.>

Jane Doe – Curriculum Vitae  
123 Product Lane, Tech City, CA 67890  
(555)555-5555, jane.doe@email.com

### Professional Identity

Jane Doe is a Product Manager specializing in software development and user experience optimization.

### Professional Summary

- 7+ years of experience in product management, successfully launching high-impact products.
- Expertise in managing product lifecycle, driving user adoption, and improving retention.
- Proven ability to collaborate cross-functionally and leverage data-driven decision-making.

### Professional Experience

TECH INNOVATIONS INC., San Francisco, CA  
Senior Product Manager, Jan 20xx – Present

- Led the development and launch of a flagship software platform, increasing customer acquisition by 25%.
- Managed a team of 15+, delivering 3 product updates annually.
- Enhanced user retention by 30% through strategic feature optimizations.

FUTURETECH SOLUTIONS, San Jose, CA  
Product Manager, Jun 20xx – Dec 20xx

- Increased market share by 50% with the launch of a mobile app.
- Developed go-to-market strategies that expanded product reach by 40%.
- Delivered 90%+ of products on time through effective roadmap planning.

### Education

University of California, Berkeley  
MBA, Product Management, 20xx

- Graduated with honors, Dean's List.
- Led a successful consulting project for a tech startup.

University of Michigan  
BS, Computer Science and Engineering, 20xx

- Graduated Magna Cum Laude.
- President of the Product Management Club.
- Certifications: CCNA (20xx), Blackblot Master BPMP, (20xx).
- Training: Blackblot Strategic Product Manager (SPMR), 20xx.

### Additional Information

- Languages: Fluent in English and German.
- Technical: Jira, Confluence, SQL, A/B Testing.
- Clearances: DOD (20xx), NSA (20xx).