



Make the invisible visible.

"A crosswalk is a deliberate, side by side translation of who you were into terms your new world understands."

Take every command, every collateral duty, every deployment, and ask: what is the civilian word for what I actually did? Until you can say it in their language, the civilian world cannot see the leader standing right in front of it.

The record is not the problem. The record is exceptional. The challenge is translation. A hiring committee does not know what a numbered air force is, or what theater readiness looks like, or what a command master chief actually runs. But they understand people, dollars, geography, and what changed while you were there.

THE FOUR STEPS

01 List it.

Every command. Every collateral duty. Every deployment. Every additional duty nobody put in your job title. Do not filter yet.

02 Strip the jargon.

Rewrite each one with no rank, no acronym, no unit designation. If a civilian cannot picture it, it is not translated yet.

03 Attach the numbers.

People led. Dollars controlled. Locations. Duration. Then the one that matters most: what changed because you were there, stated as a number.

04 Write the bullet they can lift.

Build the line a recruiter can copy straight onto a slate without editing it. Do their work for them.

"Never make them hunt for your worth. Do their work for them."

TRANSITIONING TOWERS, CHAPTER NINE: THE FIELD MANUAL

This worksheet is the front door of the method. The complete C³PT Qualifications Crosswalk is the version built by hand for one leader and one specific seat. That work stays in the room with clients. Everything on these pages is yours to keep.



WORKED EXAMPLES • MILITARY

Every grade has the same problem: the room does not speak your language yet

HOW TO READ IT

The left column is what you commanded. The centre column is your record written in civilian language. The right column is the equivalent a recruiter hands to a hiring committee. These bullets are designed to be lifted from the page and placed straight onto a resume.

WHAT YOU COMMANDED	THE RESUME BULLET	WHAT THE COMMITTEE READS
UNITED STATES NAVY Petty Officer First Class (E-6) Work Center Supervisor, Aviation Maintenance 14 Sailors \$6M in assets 2 detachments	Supervised 14 Sailors and \$6M in aviation support equipment across two detachments; raised work center qualification completion from 61% to 96% in nine months and closed 340 maintenance actions with zero rework discrepancies on inspection.	Led a 14-person technical team accountable for \$6M in capital equipment across two sites; lifted certification completion from 61% to 96% in three quarters and delivered 340 work orders with a zero-defect audit result.
UNITED STATES ARMY Sergeant Major (E-9) Command Sergeant Major, Brigade 3,200 Soldiers \$85M budget 9 subordinate units	Served as senior enlisted advisor to a 3,200-Soldier brigade across nine subordinate units on an \$85M operating budget; rebuilt the noncommissioned officer development program and reduced first-term attrition from 18% to 7% over two years.	Principal workforce advisor to the executive leading a 3,200-person, \$85M organization spanning nine business units; designed and ran the frontline leadership pipeline that cut first-year turnover from 18% to 7%.
UNITED STATES AIR FORCE Major (O-4) Operations Officer, Flying Squadron 280 Airmen \$410M in aircraft 24 aircraft	Directed daily operations for a 280-Airman squadron and a 24-aircraft, \$410M fleet; built the scheduling and training plan that met 100% of tasked sorties for eight consecutive quarters at zero Class A mishap.	Ran daily operations for a 280-person unit and a \$410M asset fleet; owned the planning and workforce-development system that hit 100% of committed delivery targets for eight straight quarters with a clean safety record.
UNITED STATES ARMY Major General (O-8) Commanding General, Army Division \$4.6B 15,000 Soldiers 4 installations	Led a 15,000-Soldier enterprise across four installations on a \$4.6B portfolio; transformed operational readiness from 78% to 94% in 14 months, captured \$40M in fleet sustainment cost reduction, and sustained a zero Class A mishap safety record across 38 months.	Transformed a 15,000-Soldier, \$4.6B enterprise across four installations from 78% to 94% operational readiness in 14 months, a 16-point gain achieved within two budget cycles, while capturing \$40M in sustainment cost reduction and sustaining a zero-incident safety record.

This works at every rank and outside the uniform entirely. A Chief, a GS-13, a plant manager, and a flag officer all face the same problem: the room does not speak your language yet.



WORKED EXAMPLES • FEDERAL AND CORPORATE

The crossing is the same crossing, in or out of uniform

FEDERAL CIVIL SERVICE

WHAT YOU COMMANDED	THE RESUME BULLET	WHAT THE COMMITTEE READS
FEDERAL CIVIL SERVICE GS-13 Program Manager \$22M program 18 staff 3 field sites	Managed a \$22M program with 18 staff across three field sites; rebuilt the intake process and cut average case cycle time from 47 days to 19 while absorbing a 30% volume increase without added headcount.	Owened a \$22M line of business with 18 people across three sites; redesigned the intake workflow to cut cycle time 60%, from 47 days to 19, while absorbing 30% volume growth at flat headcount.
FEDERAL CIVIL SERVICE GS-15 Division Chief \$140M 95 staff 7 branches	Directed a 95-person division across seven branches on a \$140M budget; led the division through a reorganization with zero involuntary separations and closed 100% of prior-year audit findings within one cycle.	Led a 95-person, \$140M division across seven functions through a full reorganization with no involuntary separations, and cleared every open audit finding within a single cycle.
FEDERAL CIVIL SERVICE Senior Executive Service Executive Director \$580M 1,800 staff multi-state	Served as executive director of a \$580M organization with more than 1,800 employees across a multi-state footprint; led the enterprise through federal investigation and Congressional scrutiny while sustaining operations through a national emergency.	Chief executive of a \$580M, 1,800-person multi-state enterprise; carried the organization through external investigation and legislative oversight with full transparency while holding operations steady through a national crisis.

CORPORATE

WHAT YOU COMMANDED	THE RESUME BULLET	WHAT THE COMMITTEE READS
CORPORATE Manager Operations Manager \$9M P&L 40 staff 1 site	Managed a \$9M P&L and 40 staff at a single site; introduced a daily management system that raised on-time delivery from 82% to 97% in two quarters and cut overtime spend 24%.	Ran a \$9M P&L and a 40-person operation; installed the daily operating cadence that took on-time delivery from 82% to 97% in six months while reducing overtime cost by 24%.
CORPORATE Vice President VP, Operations \$260M 600 staff 11 locations	Led operations for an 11-location, 600-employee business unit with \$260M in revenue; integrated two acquisitions in 14 months and improved contribution margin 380 basis points without a reduction in force.	Owened operations for a \$260M, 600-person, 11-site business unit; integrated two acquisitions inside 14 months and expanded contribution margin 380 basis points with no reduction in force.

Same three columns every time. What you ran. What it is called out here. What changed because you were there, stated as a number a stranger can check.



BUILD YOUR CROSSWALK

Six entries. Start with the assignment you are proudest of, not the most recent.

Write in the boxes. Save the file. Nothing here is sent anywhere.

ENTRY 01

one command, duty, deployment, or role per entry

PICK YOUR GRADE

ROLE, COMMAND, OR DUTY

PEOPLE

BUDGET OR ASSETS

LOCATIONS

DURATION

THE RESUME BULLET — your record with the jargon stripped out

WHAT THE COMMITTEE READS — add what changed, as a number

ENTRY 02

one command, duty, deployment, or role per entry

PICK YOUR GRADE

ROLE, COMMAND, OR DUTY

PEOPLE

BUDGET OR ASSETS

LOCATIONS

DURATION

THE RESUME BULLET — your record with the jargon stripped out

WHAT THE COMMITTEE READS — add what changed, as a number



BUILD YOUR CROSSWALK

Six entries. Start with the assignment you are proudest of, not the most recent.

ENTRY 03

one command, duty, deployment, or role per entry

PICK YOUR GRADE

ROLE, COMMAND, OR DUTY

PEOPLE

BUDGET OR ASSETS

LOCATIONS

DURATION

THE RESUME BULLET — your record with the jargon stripped out

WHAT THE COMMITTEE READS — add what changed, as a number

ENTRY 04

one command, duty, deployment, or role per entry

PICK YOUR GRADE

ROLE, COMMAND, OR DUTY

PEOPLE

BUDGET OR ASSETS

LOCATIONS

DURATION

THE RESUME BULLET — your record with the jargon stripped out

WHAT THE COMMITTEE READS — add what changed, as a number



BUILD YOUR CROSSWALK

Six entries. Start with the assignment you are proudest of, not the most recent.

ENTRY 05

one command, duty, deployment, or role per entry

PICK YOUR GRADE

ROLE, COMMAND, OR DUTY

PEOPLE

BUDGET OR ASSETS

LOCATIONS

DURATION

THE RESUME BULLET — your record with the jargon stripped out

WHAT THE COMMITTEE READS — add what changed, as a number

ENTRY 06

one command, duty, deployment, or role per entry

PICK YOUR GRADE

ROLE, COMMAND, OR DUTY

PEOPLE

BUDGET OR ASSETS

LOCATIONS

DURATION

THE RESUME BULLET — your record with the jargon stripped out

WHAT THE COMMITTEE READS — add what changed, as a number



YOUR TOP FIVE

The five lines that go on the page a committee actually reads

Go back through your six entries and choose the five strongest bullets. Rank them. The first one is the line that has to survive a six-second scan.

01

02

03

04

05

ONE LAST CHECK

- Can a civilian read every line without asking what a word means?
- Does each bullet carry a number, and does one of those numbers show what changed?
- Could a recruiter copy any line onto a slate without editing it?
- Would the person who owns the seat recognise their own problem in what you wrote?

WHEN YOU WANT THIS BUILT AROUND ONE SPECIFIC SEAT

C³PT builds the full Qualifications Crosswalk by hand, mapped against every requirement of the role you are actually pursuing, alongside the interview playbook, the response guide, and the intelligence on who is across the table. Every engagement starts with a free strategy call.

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