



# I'm Ready for a Career Change: 12 Tips to Get Started

You've decided you want to change careers. It's a big step that can be scary, but very rewarding, too. Charting your course for your next career destination takes time, effort and dedication. Here are our top 12 tips:

- 1. Know what you want.** What does change look like? How would you define your ideal job? What are your likes/dislikes? What are your "must haves" in a new job?
- 2. Conduct a personal inventory.** Make a list of your strengths, skills, experience, leadership, roles, industries and work environments. Rate your level for each of these elements. Figure out how and if they play a role in your desired career.
- 3. Identify transferable skills.** What are the skills employers want that will translate to any new job? Think about any competencies you have attained through work, hobbies, sports, or other life experiences.
- 4. Pinpoint the gaps.** Know what you need to do to get from point A to point B. What additional skills and experience do you need? Do you need more education or just a new skill? This will also help determine your timeline to a new career.
- 5. Get a mentor.** A mentor can help guide and motivate you to reach your desired career goals. Choose a mentor you respect and trust. You need someone who can lead you down the right path and hold you accountable along the way.
- 6. Find learning opportunities.** Take an online course. Sign up for school. Figure out what type of education you need to help position you as a great candidate for your newly chosen career.
- 7. Gain relevant experience.** You may have years of working experience, but you need experience that matters. You may be able to get relevant experience by volunteering or through an internship.
- 8. Create a new personal brand.** Think about your skills, personality, expertise, passion and new career goals. What are the 3-5 things you want the world to know about you? Promote your new brand online and offline.
- 9. Revise your resume and online profile.** Focus on your transferable skills and relevant experience. Transform your resume and online profile by including pertinent examples and experience.
- 10. Network.** Networking is still the top way to land any type of job. Keep up the social networking online, but don't forget about networking calls, live events and in-person meetings.
- 11. Use LinkedIn.** More than just your resume, your LinkedIn profile can showcase work examples and your expertise. Complete your profile 100% for maximum impact. Make relevant connections, join groups that match your career interests and contribute useful content and updates.
- 12. Surround yourself with support.** Making a career change can be extremely stressful. Build a support network that will encourage you and inspire your success.

For more career information or to search for available jobs, please visit [manpower.com](http://manpower.com).

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