

## **TRANSCRIPT**

### **HOW TO CHANGE CAREERS: 5 TIPS FROM A CAREER ADVISER**

The first tip into making an effective career change is to take stock. It's really important to ask yourself why you want to make this career change: what you like about your current job, what don't you like about your current job. Perhaps you don't need a complete career change, maybe you just need a job change, maybe you need a partial career change.

It's important to conduct some self-assessment. It is important to hold a mirror up and take a look at what skills you have – particularly your enjoyable skills – what work values, what's going to get you up on a Monday morning and get you excited. Once you conduct the self-assessment process, you're probably going to find some themes, some threads, some patterns, so you can also determine what is transferable.

Next you want to have a very organized action plan with goals. What role do you want? What functional role do you want? And where do you want to do this? To answer these questions, you want to do a lot of research. I highly recommend that you conduct a series of informational meetings. Talk to people who are doing what you think you'd like to be doing. Become a mini expert, shadow the person, find out about needs, build a relationship. So probably from your research, you're going to find out that there are some missing pieces, perhaps there are some holes and some gaps. Maybe you don't have the right education to make that career change; do you need an additional degree, do you need a first degree, do you need a certificate, workshops, seminars? I highly recommend that you consider internships, and you don't have to be 21 or 22 years old to get an internship. Consider volunteering. Consider some temp work. Freelance work. Maybe there's an internal move at your current position.

The next tip before you actually even start applying for positions: It's very important for you to market yourself, to sell yourself, to really understand how you add value. Probably you will have to revamp your resume, so keep in mind, your resume is not a mini autobiography, but a resume is a relevant marketing document. So you really want to highlight your transferable skills. But don't just rely on your resume. You have to understand the number one job searching strategy of course is networking. You cannot do enough networking. Go back to those folks that you were conducting informational meetings with, ask them more questions, build relationships, find out about their needs.

The final tip is to make sure that you do a reality check, what are the pros, what are the cons to making a career change? What sacrifices do you have to make? Do you need to take an entry-level position? Do you have to take a pay cut? If you're going to make this career change, understand that it takes time. It takes hard work, it takes patience, persistence, creativity, resourcefulness. You want to have a support team, but also understand that if you're ready for this career change, it's probably because something is not working in your life, so a career change can be exciting, it can be wonderful, it can be invigorating.