



CAREER BOUND SUCCESS, INC.

Planning a Career Change

Research shows that many of us will have at least 7 career changes in our lifetime.

Reasons for these changes may include looking for new challenges, a change in management, or perhaps getting laid off and facing difficulties finding a position in your field.

Changing careers requires preparation to achieve your next professional goal.

7 Steps for a Successful Career Change

1. Recognize your professional goals

- Before changing your career, ask yourself "What is my passion?"
- Analyze and weigh pros and cons from your current job.

2. Evaluate your accomplishments and transferable skills

- Identify challenges and accomplishments from past jobs and *pinpoint* your skills.
- Determine your strengths and look for job opportunities that involve responsibilities that utilize these competencies.

3. Tailor your resume

- On your resume, market yourself according to the industry that you want to target.
- Emphasize transferable skills and experience

4. Fill in gaps: Classes, Conferences, etc.

- Discover what gaps need to be filled before making a leap.
- Improve any areas, such as: skills, networking, experience or knowledge that need attention depending on the industry.

Job Search Strategies

Discover your competitive advantage by collaborating with Arlene Newman, President of Career Bound Success, and her team. We work with professionals, alumni, and college students providing them with skills to successfully land jobs!

With more than 20 years of Human Resources experience, we coach clients on resumes, interviewing, networking, personal branding, and negotiating competitive salaries.

Jump Start Your Job Search

- [Career Exploration](#)
- [Resume Preparation](#)
- [Personal Branding](#)
- [Online Image](#)
- [Networking Skills](#)
- [Interview Training](#)
- [Salary Negotiation Skills](#)
- [On-Boarding Skills](#)

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5. Network: Informational Interviews

- Create a list of people you know that are in your targeted industry, and contact them for an informational interview
- Search LinkedIn for professionals who you can connect with and join groups

6. Research:

- Take courses, follow tweets from industry leaders, and search the internet to stay informed on the latest updates.

7. Stay Positive!

- When you make the decision to change your career, you may encounter challenges from friends or family. It is important to stay optimistic to achieve your goals!

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