



Successful Career Change

When considering a career change, the first step should be identifying any problems in your current career and be sure it is not something you can adjust. Before deciding to leave, discuss with your boss your identified problems – don't give ultimatums.

However, if nothing can be changed in your current career to make you happy, then it may be time to seek a new one. Here are some tips to help you make a smoother career transition.

1. **Analyze your current job and skills.** Evaluate your likes and dislikes at your current job. What skills do you have that are transferable?
2. **Prepare to take a pay cut.** Your experience level will be less when changing careers – you need to make an initial investment in a new career, which unfortunately may cause a salary cut. It will pay off - you will be happier in your career, and the happier you are, the more successful you will be.
3. **Research the field you are interested in.** Read trade magazines, newspaper articles and do background research on the company for which you are most interested in working. Reach out to personal contacts in these arenas.
4. **Shadow professionals.** Spend anywhere from a few hours to a few days job shadowing people who have jobs that interest you..
5. **What type of additional training do I need?** How qualified are you? For skills you do not have, ask how you can build them. Is more education necessary? Are you willing to do this?
6. **Customize your resume.** Make sure the transferable skills that the employer is seeking are clearly highlighted in your resume. Just because you do not have any experience in your prospective field, does not mean you do not have many of the necessary skills. Be sure to present yourself in a way that will prove to the company that you are qualified.