

# TOP TEN TIPS

## For career change

- 1** Plan carefully.

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- 2** Take a step back (a proper one!) to give yourself space to think about your life – a holiday is always a good time for this or even just making it a priority one weekend.

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- 3** List the things about your current job that make you happy and those that make you unhappy. Think about what you could do to change things for the better where you are. There are always options – it's just up to you whether you are prepared to put the time/effort in.

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- 4** If your conclusion is that you want to move, this list is a great basis to help you identify a new role or career. When considering other opportunities, work through your check-list to ensure you're not jumping from the frying pan into the fire.

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- 5** Avoid moving just for the money (unless this is a primary motivator for you). By finding something that you love doing, you will be more motivated and energized.

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- 6** List your transferable skills, for example, communication, teamwork and IT skills. These skills are valuable in many jobs so by identifying these, you may realize that a change to a completely new career is not as big a jump as it might first seem.

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- 7** Once you know which career you want, don't be afraid to tackle an even bigger change. List the smaller steps involved and set a date for achieving each of them.

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- 8** Try to get some experience in your target sector – even if that experience is unpaid, it will look great on your CV plus it could confirm to you that your new career is really what you want.

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- 9** Prepare a new CV highlighting your intention to change career. Pinpoint the transferable skills you have identified as relevant with good examples of each. Make sure the CV is specific to whatever role you are applying for.

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- 10** Once you start applying, sell your former experience and new found enthusiasm to new employers as a **BENEFIT**.

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