

Tips & Tricks for Transitioning to a New Career

Are you feeling burnt out in your current career? If so, don't worry, we understand! That's why we have used our combined knowledge to put together this tangible list of action items you can take to start transitioning to a different career.

- Clarify Your Career Goals
 - What are "must haves" and your personal priorities?
 - What were the jobs you loved the most? Why?
 - Consider your 5 and 10 year career plan
- Consider Transferrable Skills
 - How do your skills and experience transfer to other fields?
 - What career fields and positions are hiring?
- Update Your Professional Resume and Cover Letter
 - Tailor your documents to each position
 - Keep your resume focused, organized and professional
 - Resume Length should be 2 pages
- Network on LinkedIn
 - Customize your URL and optimize your profile
 - Follow agencies and connect with like-minded professionals
- Develop a Job Search Strategy and Plan
 - Be clear on a timeline and goal
 - Dedicate time and resources where they have the most impact
 - Network, network, network!

Looking for help with your resume, cover letter, LinkedIn or Job Search strategy?

We can help!

More info: www.polish2prosper.com
Contact us: polish2prosper@yahoo.com

