

## FACT SHEET

### 5 STEPS to Changing Careers

#### **1. Build on What You Know**

You have experience and that's valuable. To walk away from 15 years in marketing to become a goat herder is not a good career move. Build on what you know. Examples:

An auto engineer picks up a temporary teaching certificate after a three-month crash course in principles of education and becomes a high school CAD instructor. It doesn't pay as much, but the intangible rewards more than offset the smaller paycheck.

A real estate agent, tired of the late-night phone calls and 60-hour work weeks, starts flipping properties on the side. She knows the market, the inspectors, the contractors, the lenders – she's plugged into the local real estate grid from the top down. So, she takes what she knows (of immense value) and starts her own property management company buying, selling and renting properties.

A CPA becomes Director of Development for a local non-profit, a pediatric nurse takes the helm at a drop-off kid care franchise – you get the idea. Build on what you've got.

#### **2. Make a Critical Self-Assessment**

Sit down with a nice cup of cocoa and make a list of your professional career knowledge, skills, and personal attributes (the list is intended for a phone interview, (<http://www.interviewstrategies.com/what-you-need-to-say-in-phone-interviews/>) however, it provides a solid list to start with) that could be leveraged in a new career. You'll be surprised at the extent of your skill set.

Your list should include proficiency using computer software programs (these are transportable skills required on almost every job), special training and knowledge acquired on-the-job.

Now, here's where the cocoa comes in. Make a second list of your professional shortcomings. If you think a hard drive is the evening commute, it's time to go back to school.

#### **3. Go Back to School**

Probably not what you were expecting to be doing at this stage of your life, right? But, adult education, the local community college, technical schools, four-year universities, workshops and seminars are all great places to develop new skills and update old ones. Get the certificate, license, the degree or the credentials you need to start down your new career path.

#### **4. Study the Job Market**

What's hot and what's not? Well, the IT sector seems to be hot again while manufacturing is in free fall. There's unprecedented demand for health care providers and educators at all