

CAREER CHANGE CHECKLIST

Getting started

- Determine why you are seeking a career change.
- Take a career assessment.
- Meet with a career coach or advisor.
- Identify your target industry.
- Research your target industry and its employment outlook.
- Make a list of possible career titles.
- Browse job postings and note:
 - Role requirements and must-haves.
 - Location of opportunities.
 - Types of companies hiring.
- Check out potential employers and their employer brands.
- Request informational interviews.
- Set goals and milestones for your search.

Preparing financially

- Research salaries and fair compensation.
- Determine your salary requirements.
- Create a budget based on your new income.
- Brush up on salary negotiation tactics.

Inventorizing your skills

- Identify your transferable skills.
- Pinpoint gaps in your skill set.
- Invest in professional development and additional training.

Updating your materials

- Revamp your resume.
- Draft a customizable cover letter.
- Update online profiles.
- Create an elevator pitch.
- Round up references.

Beginning your search

- Join job boards and talent communities.
- Try an industry-specific platform.
- Make your resume searchable.
- Sign up for job alerts.
- Tap into your network.
- Track your applications.
- Follow up with employers.
- Land a great job in a new industry!