



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



AI Prompt Examples:

"I'm considering a career change from [current role] to [target field]. Help me identify why I want this change, research potential target industries, and create a plan to explore opportunities and set realistic goals."

"I'm changing careers and need to plan financially. My current salary is [amount] and I'm targeting [field]. Help me research new salary ranges, determine my minimum requirements, and create a transition budget."





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Inventorying Your Skills

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

"I'm transitioning from [current field] to [target field]. Help me identify my transferable skills, find the gaps in what I need, and create a plan to develop missing skills."

Updating Your Materials

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

"I need to update my resume, cover letter, and LinkedIn profile for a career change from [current industry] to [target industry]. Help me rebrand my materials to appeal to employers in my new field."

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!

"I'm ready to start my job search in [target field]. Help me find the best job boards and networking opportunities, create a system for me to keep track of applications, and develop a search strategy."

