



How To Make That Career Change Possible

By Melanie Szlucha

First, how do you find those potential new careers without knowing the job titles or positions? Many job search websites allow you to search based on key words alone. Take a minute to look at your talents and interests and identify three or four of them that you feel are your strongest, and type those in as your key words. You might be surprised at what job descriptions pop up for industries, companies and positions that you never would have considered. Change the key words a bit to see how your results change. Those results are jobs that are looking for qualities that you possess or topics and industries that interest you. This does not mean you are qualified for all of them, but it should give you some ideas about your next move.

Additional education may be required for some of the jobs that interest you. It could range from an expertise in a software program to a specific type of degree. While you may not be qualified for that job now, it could turn into something that you aspire to in the future. In some cases, a few classes at a community college to brush up on those computer skills will give you the confidence and credentials you need. In other cases, a new degree or certification may be required. Don't get discouraged, this is an opportunity for a new longer-term goal. File that description, and ideally you will find a job that can help move you in a small way toward that goal.

Now, how do you make it easy for a recruiter or company to see past the positions you have held and clearly recognize the skills you bring to the table? I recommend reformatting your resume as a functional resume, vs. a chronological resume. The traditional chronological resume lists the companies you worked for, the positions you held and the dates, as well as your responsibilities in those positions. Some recruiters and companies still like this format because it makes it easier to spot any employment gaps in a candidates' history. However, a functional resume allows you to group your experiences into specific categories targeting the qualities that are outlined in the job you are applying for. For example, if the job posting stated "Organizational skills a must", you would have a category on your resume labeled "Organizational Skills", and several bullet points underneath. These bullet points would outline any specific instances (one or two sentences apiece), where you used your organizational skills effectively i.e. to color-code the filing system, develop a more efficient method for organizing the mail, or even keep track of sales leads. At the end of your resume, you then list the companies and the dates you worked there. A modification of this is to keep the chronological style, but group the bullet points underneath each position into categories such as Achievements and Duties, Customer Service, Project Management, etc. The goal is to make it easier for an employer to see your best skills at a glance rather than have to read every word of your resume.

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Melanie Szlucha has been a hiring manager for over 10 years. She founded Red Inc. to help people become more relaxed and prepared during the job interview process. Combining presentation and communication skills with her experience in conducting job interviews, she is able to coach job applicants through landing their perfect job.

She has published a booklet with the best of her tips. She is available for classes for interviewees and interviewers. Also sign up for individual coaching and teleseminars at her website <http://www.redinc.biz> or melanie at redinc.biz

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