



EVALUATE your present situation and yourself:

- Evaluate and understand your current situation?
- What would you rather be doing?
- What are you good at?
- Why do you want to make a change?
- Identify your skills and strengths
 - What skills overlap with what you have already done?
 - Identify past positions; what you liked and did not like

RESEARCH and **IDENTIFY** possibilities:

- Search the [Occupational Outlook Handbook](#) to learn what interests you
 - Make a list of professions that interest you
 - Make a list of companies that interest you
 - Research those companies
 - Make a list of useful networking contacts
 - Conduct informational interviews
- Research salaries
- Identify...
 - Do you need more schooling?
 - How long will the change take?
 - Can you continue working your current job?
 - Would you take campus or online classes; part-time or full-time?
 - Would you need to do an internship or practicum?
 - Relocate for new position/for school?
 - How would you finance your change?

PREPARE and **DEVELOP** an action plan:

- Prepare a timeframe
- Prepare a résumé
- Prepare a cover letter
- Prepare a portfolio (if it applies)
- Prepare references: names or letters
- Begin classes
- Consider volunteering
- Join associations and network
- Seek out mentors

TRANSITION – Put your plan into motion:

- Build your online brand with social media
- Apply to positions
- Continue networking
- Interview
- Begin your new career!!!**