

Issue: 2

YOUR CAREER

Transition - Change - Reinvention

For many, 2010 will be a year of career transition, change or reinvention.

Dear Lois,

The days of working for one employer for 30 years and retiring with a gold watch are over! Are you in a position, whether professional or personal, where changing jobs or even careers make sense?

Has your industry or profession been hard hit by economic recession?

Have opportunities in your profession disappeared?

Are you relocating?

Have you decided to pursue a career that will offer greater career progression?

Do you want to follow a lifelong dream?

Feedback from my January "TO DO" Newsletter, indicates that many of you will begin the process of transitioning, changing or reinventing your careers this year.

Transition: Shift - A lateral move or a gradual ascent on the career ladder

Change: Switch - To go from one job to another

Reinvention: Re-create - Build a new career from start; to recreate who you are from a professional standpoint

Sometimes I feel that I'm the Queen of Change. I had transitioned or changed positions about 10 times before my first reinvention. Then 18 years later I did it again!

Why? I felt the need for something new and exciting. I wanted a challenge.

You too can change or reinvent yourself. It takes time and patience and self analysis to decide on a new path.

Creating a Career Change Résumé

An effective resume can not be created unless you have decided on your career. Your resume is predicated on that decision. It is the foundation of your resume. Knowing that you want to make a career change is only the first step.

When reinventing your career, you're asking a potential employer to take a chance on an unknown quantity with a background different than they're used to seeing. To do so effectively, your resume will have to clearly show the connection between your experience and your ability to deliver what the employer needs. You need to integrate past experiences that directly relate to your new career goals.

What skills do you have that are transferable to other applications? How do you communicate these skills to potential hiring officials in ways that get you recognized?

To know what skills to emphasize you can't go wrong by emphasizing the skills that virtually all employers are looking for, such as teamwork, communications, interpersonal and leadership skills. By reading the job posting, key words will jump out at you.

The format you select is important. Begin your resume with focus on skills, competencies, experience and

FEBRUARY 2010

**HAVE YOU
REINVENTED
YOURSELF
????**

**I want to hear your
story!**

Contact me:

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**Resume solutions for
changing times**

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accomplishments that are directly related to your new career objective.

For those changing or reinventing careers, sign up for my next webinar:

Resume Solutions for Changing Times - February 16, 2010

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Tell Me Your Story

I have met so many interesting people and heard so many incredible stories about career change and reinvention that I've begun a very unscientific study.

I've spoken with a former football coach who is now a financial planner, an accountant who is now a teacher, a secretary who now writes children's books and a meeting planner who is now studying for a law degree!

What made you decide on a career change?
Are you following your passion?
Did you return to school?
Did networking help you?

SHARE YOUR STORY WITH ME!

Lois Gilbert



*The Word*Smith*

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