



TEN STEPS TO A SUCCESSFUL CAREER CHANGE

It is rare that the desire for a career change arises. However, the precise and detailed planning and preparation for a successful change is vital in the race. Many stay on the subject, not only to develop redundancy factor, but also to create a kind of fear and obstacles. Here are the 10 steps for a successful career change:

1. *Preparing for Change:* Gather information about your target job profile, etc. Get more training and certifications as required. Be a professional that lets you contribute to your profile and achievements.
2. *Expect the unexpected:* Interviewers throw surprises sometimes unwittingly they can trap you. It is worth knowing the questions they might ask you. Wait until the craziest questions come up.
3. *Consulting those already in their chosen field:* This gives you a wealth of information on daily routine, responsibilities and challenges which helps you knowing more about the desired post.
4. *Career change one line of it is not unusual:* The need for a capacity of discipline is no surprise these days. Rounding the point that they lack all the desired skills for the new job until you have worked in a similar position is essential. Interpersonal, organizational, and personal skills are commonly required wherever you go.
5. *Brushing old skills and adding new ones:* Compared to your skill sets required by the work stations you will have to brush your existing skills and also need to concentrate on adding new ones.
6. *Using the Internet:* Using the Internet and job boards to post your resume, which must be carefully prepared especially for this purpose using industry specific keywords.
7. *Aid for Research on the Internet in a new industry:* Visit the web sites of the organizations, forums or associations in this area that gives valuable information before entering into. Investigate job listings by company that definitely helps you get an idea of what skills are most requested.
8. *Family Support:* Draw the confidence and support of your family. When you are down, use it as a sounding board. They can help you reach new ideas, and definitely give you more confidence.
9. *Interview:* Even if not perfectly suited for a particular position, you still must attend the interview. In this way, you know your strengths and weaknesses. It also helps you to make some information from the interview. This is simply aimed at people already working in their field and talk to them about their jobs.
10. *Networking:* Network has been the method of the test of time for a successful career change. Network with current and former employees of your target sector. Over 60% of all interviews are a result of networking.

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