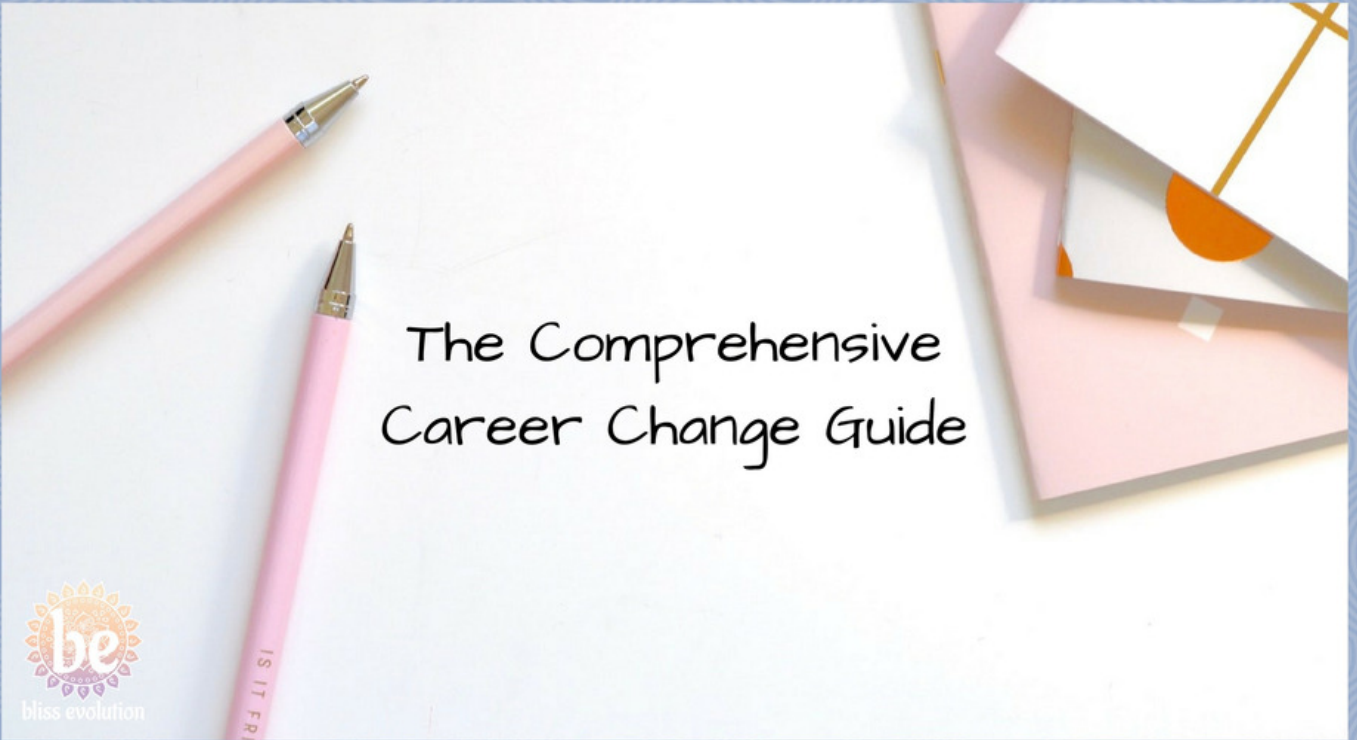




The Comprehensive Career Change Guide



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April Klimkiewicz guides and teaches people who have career questions from "How do I figure out what I want to do for a career?" to "How do I negotiate salary?" and everything in between. April has been coaching since 2004 and offers expert career advice for complicated situations. April has worked at MIT, Starwood Hotels and Resorts, UH-Downtown, and NSU before founding bliss evolution in 2015. April holds a master's degree in the field of Counseling Psychology from Boston College. April loves traveling the world, yoga, and celebrating successes with those she works with!



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Ready for a career change? You're in the right place!
Learn everything you need to know from exploring
options to negotiating salary and everything in between.

Welcome to the Comprehensive Career Change Guide! Discover all the steps you'll need to take to figure out what career to pursue & how to land the job you really want.

There are a lot of things to consider when thinking about changing jobs: skills, interests, how to sell that you actually can do the work you want to do during an interview. It can be overwhelming, but you don't have to go it alone. Only the most important information is included – there's no fluff here – and all the links bring you to even more detailed information on each specific career change topic. So keep this somewhere safe so you can return to it later. The Comprehensive Career Change Guide contains everything you need to know to navigate a successful career change.

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EXPLORE & DISCOVER

There are a lot of things to consider when you're thinking about what career to pursue. Discovering how values, personality style, interests, and skills all interplay with each other is the first step to a career change, and it takes a lot of self reflection.

Values are the things that guide us each personally: our decisions, what we think is important, where we put our time.

[Discovering, naming, and ranking our personal values](#) is the first step to guiding our career choices. Values are like our personal light houses – they help us know we're going in the right direction.

If your top values are salary and competition, you're probably not going to be happy working in a community garden in a small town.

On the other hand, if your top values are family and creating meaning through your work, your job as CFO may be pulling you away from what you truly live for.

But how do you know for sure [which career you should choose](#) to pursue?

When looking to discover your strengths, it's useful to look at your personality style. Figuring out what comes naturally to you, and what doesn't come so easily is useful in determining what to do for work.



[Discover your career personality.](#)

Interests are important in figuring out what career to pursue because, simply, you're usually naturally better at what you like doing – that's one of the reasons you like doing it! When you're interested in something, it's easier to get up on [Monday morning](#) and do it for work all week.

Speaking of what you're naturally better at, skills come into play when you're trying to express on your resume that you're the right fit for a new position or industry. Check out the next section to see how.

GET YOUR RESUME NOTICED

Transferable skills are skills you learned in one environment and can use in other environment. For example, if you learned presentation skills while working in Human Resources, you can also use those presentation skills to teach a class or give a sales presentation. Start by making a list of transferable skills that you could use in multiple environments, then compare this list to the job description you're applying for.

It is SO IMPORTANT to [target your resume](#) to a specific industry, job title, and job description. You have to do the work for employers to let them know how your past connects to the work they are interested in having you do. This is exactly what a targeted resume does. It takes your transferable skills and puts them in a language the employer understands. How do you know what language that is?

Let the job description be your guide.



Want more on resumes? Check out all the resume resources available to you in the [Career Resource Library](#).

CREATE STRATEGIC GOALS

Don't fall into the trap of having big plans and letting them get away from you because you didn't plan well enough. Get out there and do something! [Set aside some time to brainstorm, research](#), and talk to people about your ideas. This will help you determine the best path for you at this time.

[Getting organized](#) is key, as well. Be strategic about both short and long term goals, create a to-do list, then prioritize this list and schedule each task on your calendar.

Creating manageable goals, checking things off your to-do list, and having little victories along the way to a larger goal will help keep you motivated.

JOB SEARCH SUCCESSFULLY

People commence a [job search](#) at all different stages, and to be successful, it's important to figure out just where you enter the equation.

The job search can definitely be a full time job, and this is yet another reason you'll want to set goals and get organized. You'll likely have limited time to devote to applications and preparing, yet you'll want to make the absolute best first impression you can with anyone you meet or who comes across your resume or linked in profile.

Most importantly, pace yourself. Realistically, can you apply to one job a week? Three? Decide what makes sense for you, and build in time for applications, conversations, and research.



INTERVIEW MASTERFULLY

The interview. The make or break moment. The opportunity for you to show the employer just how perfect you are for the job.

First, get a hold of those nerves! We're all nervous during interviews, and the number one thing that will ensure confidence is practice and knowing that you're giving a great answer. You'll want to study up on [tricky interview questions](#), practice answering questions out loud, and you may even write a script to keep yourself on track.

NEGOTIATE SALARY

There is so much to know about salary negotiation. There are [salary negotiation tips](#) that you want to be aware of including discussing what value you add to the organization. There really is an art to salary negotiation.

It's not only about what you ask for, but how you ask for it. You have you know what to say as well as [what not to say when negotiating salary](#). There's a lot of planning and finesse that goes into getting the dollar amount or work perks you're looking for.



ADDITIONAL RESOURCES

Need some help with your career change? [Meet with me for free to discuss your career change](#) and if I'm the right career coach for you.

Want to really get a handle on the job search? [Learn more about Land the Job Masterclass](#):

Questions? [Shoot me a quick email](#), and I'll get back to you as fast as I can.

Wishing you all the best, wherever you are in your career change journey, April xo



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