

TampaBay • Job • Links

Create a Successful Action Plan for Your Career Transition

- Reflect honestly about where you are today
 1. Describe past work history and current career goals and status
 2. Identify the steps recently taken to reach employment and career goals
 3. Recognize personal barriers and challenges to finding employment
 4. Identify educational or skill gaps
 5. Agree to develop your individualized job search goals and plan

- Assess and discover your skills, interests, values, and strengths
 1. Define your career identity
 2. Identify your transferable skills
 3. Identify your interests and the type of work environment for your success

- Create a personal brand and job search toolbox
 1. Résumé
 2. 30 second commercial
 3. LinkedIn profile and social media presence
 4. Business and/or networking cards
 5. References
 6. Cover letters
 7. Thank you notes
 8. Professional appearance

- Hone job search skills
 1. Networking
 2. Social networking
 3. Interviewing techniques
 4. Negotiating job offers

- Develop additional job search strategies
 1. Uncover hidden job opportunities
 2. Identify individuals for informational interviews
 3. Identify target companies
 4. Create a recordkeeping system for applications, follow-up, networking, contacts, informational interviews, and thank you notes
 5. Prepare targeted résumés and cover letters for specific positions
 6. Fill-in skill gaps