

Making A Career Change Is Easier Than You Thought

(NAPSA)—Recent studies show that the average working professional will change careers about five times in his or her life and make 10 to 12 job changes. This statistic can be partly attributed to today's technology-driven economy, which has created new, rapidly growing career fields, such as e-commerce and Web development, that didn't exist a few years ago. But making a complete career transition isn't as difficult as you may think, according to John Karras, director of career development for Keller Graduate School of Management.

"The key to making a successful career transition is learning how to showcase the skills you acquired in past jobs and translating how they apply to the new position you want to pursue," Karras says. "Once you learn how to do this, you increase your marketability in new fields."

Karras has the following advice for professionals when looking to make the transition to a new career:

• **Reorganize your resume.**

The standard chronological resume may not be the best option if you want to change careers. Instead, create a skills-based resume, which focuses on overall skills and abilities, highlights those skills that are transferable, and de-emphasizes job titles and length of employment with specific employers.

• **Fine-tune your soft skills.**

No matter what field you choose to pursue, employers are seeking candidates with strong soft skills, which apply to almost any job. The most sought-after soft skills



include communication skills, leadership abilities and public speaking expertise.

• **Highlight trade-offs.** A trade-off is a skill, certification or degree that can be substituted for specific work experience. In today's job market, employers often look for at least one of the three main trade-offs: an advanced degree, technology skills, foreign language capabilities or international work experience.

"While some professionals may need to acquire new skills to make their career change, the ability to use these techniques to highlight those abilities you already have can set one candidate apart from the rest," Karras says.

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