CHANGING CAREER PATHS?
RESUME TIPS TO HELP WITH YOUR NEW JOURNEY.

1. Use the right resume format

Hiring managers want to know one main thing: Can the person they hire get the job done? And it's hard to show that with relevant experience when you're a career-changer. To prove that you have what it takes, your resume format should be skills-based to showcase your skills, unlike traditional formats that detail your work experiences first. Organise your career switch resume so that, at a glance, the hiring manager can see a summary of your skills, as well as any relevant work experiences, projects and certifications.

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3. Highlight transferable skills with a skills summary section

When switching careers, don't underestimate the value of skills that can be applied to a new industry or role. Identify the transferable skills you possess that will be important to the industry and highlight them in your resume to show how you can adapt to a new career. These can be soft skills, such as communication, problem-solving or project management skills, or technical skills including coding, data analysis and copywriting. Focus on how your existing skills are relevant to the role you're applying for.

With each skill, detail how this was showcased in your previous work or education in point form to make it easier for employers to scan.

Here's an example below:

Problem solving

- Lead brainstorming sessions with team members to improve customer relations onsite.
- Developed creative solutions to keep track and manage email customer complaints more effectively.

4. Showcase most relevant work experience

Similar to traditional resumes, include your work experiences. However, trim this section to include only relevant experiences that showcase skills and responsibilities related to the job. Because you're making a career switch, choose to emphasise accomplishments instead of daily tasks to show what you can bring to the table. Include numbers and metrics to show that you can make an impact at work.

5. Emphasise relevant courses and certifications

Completing relevant courses and attaining certifications can make a strong case for you to move into a new industry. Similarly, highlight the skills you've learnt and any other relevant academic achievements. Online programmes also help expand your knowledge in a specific subject matter, which show employers that you're serious about your professional development and are putting effort into gaining more understanding of the industry.

6. Add in notable projects and accomplishments

This section helps to further add value to a career switch resume, especially if your current work experience doesn't adequately reflect your relevant skills. Include any personal achievements that are not directly related to work or education, such as volunteer work, personal projects, involvement in clubs or organisations, etc. This shows hiring managers that you have the practical skills for the new role. Just remember to link it back to how this provides value to your career change.

Career transitions take effort and may feel like a chore in the beginning. But taking the time to switch up your resume is a strategic move that can prove its value in securing a new role in a new industry, especially when you're better equipped to impress prospective employers.

Resume template and layout

NAME

PERSONAL DETAILS:
Include your contact information so employers can contact you.

RESUME OBJECTIVE / SUMMARY:
Write about 2-5 lines of text to summarise the relevant skills, achievements and goals related to the industry and career you're looking to move into

SKILLS SUMMARY:
Highlight the existing skills that will be useful to the job you want to switch to. This includes both soft and technical skills.

RELEVANT COURSES & CERTIFICATIONS:
Input certificates to relevant courses that you've attended to upskill or reskill.

RELEVANT ACHIEVEMENTS & ACCOMPLISHMENTS:
Include projects and volunteer work experiences that can provide skills and experiences related to the role you're applying for.

WORK EXPERIENCE:
Include work experiences here, especially highlighting those that related to the new role.

EDUCATION:
Briefly mention your formal education received here, such as your diplomas and degrees.

REFERENCES