



How to write a resume for a career change

What to highlight in your résumé when you're changing career can be an area of confusion. Don't fall into the trap of thinking your value lies only in your vocational qualification for your new career. You are so much more than that, and it's likely you have many transferable skills to show for it!

The most successful career change résumé is one that highlights the relevant transferable skills from your old career to the new. In addition to checking out your previous work experience, hiring managers also look for specific job skills and competencies to fit the needs of the vacancy. These are what they have determined you need to have do the job and work in their organisation. So look closely at the advertisement to understand their core needs and add the detail to your résumé.

1. Personal summary

Have this at the start to explain why you are making this change. This is the key thing the hiring manager will be looking to understand. Keep it short and concise, and make it clear why you are the ideal fit for the role.

2. Education

Keep this front and centre to show the formal education and training that relates to your new career. Keep it clear with dates of completion and the level of qualification, and whether it was a short course, certificate, diploma, or degree.

3. Your work history

Explain your work history clearly but add extra details that show the progression of your skills relevant to your new career. For example, you've worked as a nurse and now want to be an office manager, so tell them about how nursing taught you about accountability, prioritisation, multitasking, teamwork and communication. Be clear on the transferable skills that are relevant and build your value.

4. Skills summary

A skills summary helps to present all that you have to offer in one place. Lay the skills out in different sections e.g. IT Skills, Professional Skills, and Sales Skills, and add a short sentence to elaborate the context if you think it explains your experience more efficiently.