

Career Change

Are you thinking you would like to make a career change but are hesitant to start because you're unsure you have what it takes? Here at CERC we have numerous resources to help you make that all-important decision a little easier. We have books, access to websites and we can help you identify your Transferable Skills. If you're not sure where to start, just ask one of our knowledgeable and helpful staff.

The books in our library will help you by providing questions to ask of yourself, advising about the various stages of change you will encounter at work and in your life, how to reflect a career change in your resume and help you deal with a change regardless of your age.

Title	Author
To Find a Job...Start a New Career	Marvin Rafal, Ph.D.
Changing Directions – Without Losing Your Way	Paul & Sarah Edwards
Discover the Best Jobs for You	Ron & Caryl Krannich, Ph.D.'s
Do What You Are	Paul D. Tieger & Barbara Barron-Tieger
Career Tests – 25 Revealing Self-Tests To Help You Find and Succeed at the Perfect Career	Louis Janda, Ph.D.
Doing What You Love, Loving What You Do	Dr. Robert Anthony
Best Jobs for Baby Boomers	Michael Farr & Laurence Shatkin, Ph.D.'s
Fearless Career Change	Marky Stein

The following websites may help you to decide if a change in career is right for you. Most deal with defining your personality type and will give you a list of career types to choose from. Are you more geared to numbers than people or rather deal with people than machines? Check out these sites.

www.personalitytype.com
www.web.tickle.com/tests/rightjob
www.careerfitter.com
www.quintcareer.com
www.livecareer.com
www.careerdirectiononline.com

www.personalitypage.com
www.careerkey.org/english
www.futureproofyourcareer.com
www.khake.com/page51.html
www.vector.cfee.ort
www.blueprint4life.ca

Finally, what skills have you used in previous jobs that will relate to your new job. These are called Transferable Skills. Following is an example of skills you may have:

Skills I Used In My Previous Jobs	My Transferable Skills	Skills I Can Transfer to My New Job
<ul style="list-style-type: none"> • Quality control of products • Used trouble-shooting skills • Worked in a fast-paced environment • Hand-eye coordination • Transported materials using power equipment • Sorted, packed, crated and packaged materials and products • Assisted machine operators, assemblers and other workers 	<ul style="list-style-type: none"> • Problem Solving • Reading • Writing • Listening • Operating Equipment • Maintaining Equipment • Adaptability • Team Work • Dependable • Punctual 	<ul style="list-style-type: none"> • Learn product information • Utilize acquired communication skills • Ability to work in a team • Verify product information with customer • Manage inventory • Ability to resolve customer's concerns • Promote product of company