



Career Pivot Framework

Are you considering a career pivot? The shift can be dramatic, or it may be more subtle. You might be interested in an entirely different career, or you may be interested in just changing the focus of your current role. Consider using the framework, below – **Reflect, Research, Refine, Reach out** – to help you think through a possible career pivot.

Reflect – *Look inward, and ask yourself the insightful questions*

- What do you do now?
- What are the best parts of your current role? What are the worst?
- What types of activities strengthen you?
- What types of activities weaken you?
- What is your “dream job?” What would you do if you knew you could not fail?
- What are your transferable skills?
- Do you want to make a major career change or just change some aspects of your current role? (i.e., Pivoting from an Accounting Manager to a Personal Fitness Trainer? Or, adding training responsibility to your current Accounting Manager role?)

Research – *Learn about new careers and industries using your network and online resources*

- What new/different careers/industries are interesting to you?
- Will you need additional education or certifications to make this change? If so, what kind, how much will it cost and how long will it take? Can you continue to work as you gain this education?
- What is the market outlook? Is there demand/growth? Will it support your compensation and lifestyle needs?
- What can you learn from others in this field? Review profiles and bios of people who do the job you aspire to in order to better understand experience required and potential career trajectories.

Refine – *Update your brand to highlight transferable skills, target new areas*

- Map your transferable skills to those required of the targeted position and start to develop stories that highlight those skills.
- When rewriting your resume, consider the new role and modify it to reflect your experience in a way that would resonate with someone hiring for that position. Use language from job postings.
- Update your profile to reflect your new brand.
- Revise your pitch.

Reach out -*Networking can be especially important when making a career pivot, where you may need relationships to help you be considered for something that might not be a direct fit*

- Identify people you may or may not know who might have ideas or suggestions for you.
 - Individuals who do or have done what interests you
 - People at your targeted companies/industries
 - Educators in the field
 - Deloitte alumni, college alumni and friends can be good starting points!
- Craft a concise, personalized outreach requesting a conversation to obtain their insight and advice as you consider a career change (Hint: Don't ask about a job.)
- Develop a set of open-ended questions to guide your conversations.
- Send thank you emails, preferably within 24 to 48 hours of your conversation. Ask how you can return the favor.

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