



SWITCHING CAREERS?

HOW FURTHER EDUCATION HELPS YOU LAND ON YOUR FEET.

In today's rapidly evolving job market, it's no surprise that nearly 60% of adults are actively seeking a career change.¹ If you're among them, you're not alone. Transitioning to a new career can be exciting and daunting, but it's entirely achievable with the right guidance and resources.

At SCOPE, further education can be a powerful catalyst for this change, providing you with the skills and confidence needed to land on your feet. Use the following checklist of questions to navigate your career transition and discover how SCOPE's master's degrees and professional development courses can support your journey to a new opportunity.

60%

OF ADULTS ARE ACTIVELY SEEKING A CAREER CHANGE.¹



1.

DO I HAVE THE ESSENTIAL SKILLS FOR SUCCESS IN THIS NEW ROLE?

IDENTIFY REQUIRED SKILLS:

Research job descriptions in your desired field to determine the essential hard and soft skills needed.

ASSESS YOUR SKILLS:

- **Hard Skills:** Evaluate your proficiency in technical skills specific to the new role.
- **Soft Skills:** Consider the importance of skills like communication, leadership, teamwork, emotional intelligence, and problem-solving to the new role.

• **ACTION STEP:** SCOPE's offerings like our bundle of 6 Essential Job Skills can help you bridge the gap with both hard and soft skill training. Learn more at <https://catalog.mindedge.com/bobjonesuniversity/suites/33991/essential-skills-for-business>

2.

DO I HAVE THE CREDENTIALS I NEED TO SECURE MY NEXT ROLE?

UNDERSTAND DIFFERENT CREDENTIALING OPTIONS:

Not every career shift requires a full degree program. There are multiple paths to gain credentials:

- **Master's Degrees:** For roles that demand a higher level of expertise (like teaching), pursuing a master's degree can be essential to landing your new role. This is especially important for leadership positions or roles in specialized fields like Educational Leadership or Sport Administration and Coaching.
- **Professional Certifications:** Many industries value targeted certifications, which can provide proof of proficiency in specific skills or tools without the time commitment (or expense) of a full degree.
- **Short Courses or Professional Development:** Sometimes a few choice professional development courses can be enough to fill the gap in your resume, especially if you are already well-versed in a related field. These can be more flexible and cost-effective options to make up the difference between you and another candidate.

EVALUATE YOUR NEEDS:

Assess whether your desired career requires a full degree or whether a few key certificates or courses would be sufficient.

ACTION STEP: Look into SCOPE's options for professional development courses, certificates, bachelor's degree programs, and master's degree programs to find what fits your career goals. Not sure what would be the best next step? Speak with one of our Pathway Partners to generate a clear plan to take you from where you are today to where you want to be tomorrow.

3.

DO I HAVE THE QUALIFYING EXPERIENCE I NEED, AND HOW DO I BRIDGE GAPS?

GAIN EXPERIENCE THROUGH INTERNSHIPS OR FREELANCING:

Many career changers worry about not having direct experience in their new field. Gaining practical experience through internships, freelance work, or part-time project work can help you build a portfolio that stands out to employers.

- **Internships:** Even short-term internships can provide hands-on experience, related industry contacts, and relevant projects to showcase to your new employer.
- **Freelance Work:** If internships aren't feasible (or conducive to your existing schedule), consider freelance or contract work in your new field. This allows you to develop real-world skills and create tangible outcomes that can be highlighted in your resume or portfolio.
- **Volunteer Opportunities:** If internships or freelance work are unavailable, volunteering for a cause or organization related to your target field can also provide valuable experience and networking opportunities. This can often be the conversation starter that connects you to a shared cause with your next boss.

HOW EXPERIENCE GETS YOU NOTICED:

Employers often value demonstrable skills and results, regardless of how they were obtained. Even short-term, freelance, or internship projects show initiative, adaptability, and readiness for the new role.

ACTION STEP: Connect with a target career coach through your college's career placement office for a personalized plan for how to get your foot in the door.

4.

DO I KNOW THE RIGHT PEOPLE WHO CAN HELP ME GET A JOB IN THIS FIELD?

LEVERAGE ALUMNI RELATIONS:

Alumni networks can be a powerful resource when changing careers. Many graduates are willing to provide advice, mentorship, or even connect you with potential job opportunities within their organizations.

USE CAREER SERVICES:

Your college's career services department can help you. These services can help you with resume building, job search strategies, and networking advice tailored to your field.

JOIN INDUSTRY NETWORKS:

Participate in industry-specific networks or associations, particularly online (e.g., LinkedIn). These groups often offer events, conferences, and online communities where you can meet professionals, learn about job openings, and stay updated on industry trends.

INFORMATIONAL INTERVIEWS:

Conduct informational interviews with people working in your target field to gain deeper insights into the industry and learn about opportunities.

MENTORSHIP:

Seek out a mentor in your new field who can provide guidance, support, and introduce you to key contacts. Offer to buy them lunch in exchange for their advice or to hear their story about how they got into their current field. This often makes for a great conversation which may turn into a long-term friendship.



ENGAGE WITH THE RESOURCES AT YOUR FINGERTIPS TO MAXIMIZE YOUR OPPORTUNITIES.



5.

DO I KNOW WHAT TO DO NEXT?

CREATE AN ACTION PLAN:

Start by creating a clear and structured plan for your career change. Include steps like identifying the skills you need to acquire, gaining relevant experience, and expanding your network. Break this plan into achievable goals with realistic timelines.

ACTION STEP: 1) Talk with a SCOPE Pathway Partner and create a personalized plan that's right for you, or 2) set up a one-on-one meeting through your college's career services department for a targeted career coaching session.

RESEARCH AND PRIORITIZE EDUCATIONAL OPPORTUNITIES:

Identify programs or courses that align with your career goals. Research the best options based on cost, time commitment, and relevance to your new career.

ACTION STEP: Explore SCOPE's catalog of bachelor's degrees, master's degrees, certificates, or professional development programs to see what best fits your career shift.

SET ACHIEVABLE MILESTONES:

Break your journey into manageable steps. For example, start by gaining one certification as a stepping stone before deciding if a full master's degree is needed.

ACTION STEP: Set monthly goals. For instance, decide to complete a specific online course or attend an industry networking event within the next month.

BUILD YOUR PROFESSIONAL NETWORK:

Networking is key when changing careers. Start by reaching out to your existing contacts on LinkedIn, then join industry associations, attend local events, and participate in webinars or conferences.

ACTION STEP: Connect with your college's alumni relations department to build your network.

UPDATE YOUR RESUME AND ONLINE PROFILES:

Tailor your resume and LinkedIn profile to reflect your new career goals. Highlight relevant skills, education, and any freelance or volunteer experience that demonstrate your capabilities in the new field.

STAY PERSISTENT AND FLEXIBLE:

Career transitions can take time and often require patience and perseverance. Be open to adjusting your plan as you learn more about the industry and your new career path.

ACTION STEP: Periodically review and adjust your action plan to stay on track and make changes as new opportunities or challenges arise.

¹ <https://www.hrotoday.com/news/ticker/58-of-employed-workers-looking-to-make-career-change-flexjobs-report/>





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IMPOSSIBLE.



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