

# YOUR CAREER CHANGE CHECKLIST

*A practical step-by-step guide from Leap Forward Careers*


## How to use this checklist

Work through each section at your own pace. Tick off each step as you complete it. You don't need to do everything at once — a career change is a process, not an overnight decision. If you'd like personal support at any stage, Leap Forward Careers is here to help.

## STAGE 1 — CLARIFY WHAT YOU WANT

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- Reflect on what's not working in your current role or career  
*Be honest with yourself — is it the role, the industry, the culture, or all three?*
- Write down your core values — what matters most to you in work  
*Think about: purpose, flexibility, income, growth, creativity, people, impact.*
- Identify your transferable skills  
*List skills from your current and past roles that would work in a new context.*
- Note your non-negotiables  
*What do you absolutely need from your next role? What are you willing to compromise on?*

 **Tip:** Not sure what you want? That's completely normal. A career coaching session with Leap Forward Careers can help you gain real clarity fast.

## STAGE 2 — RESEARCH YOUR NEW DIRECTION

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- Research 2–3 industries or roles you're genuinely interested in
- Talk to people already working in those fields  
*LinkedIn is great for this — a 15-minute informational chat can be more valuable than hours of online research.*
- Check realistic salary ranges for your target roles in the UK  
*Use resources like Glassdoor, Reed, or LinkedIn Salary Insights to benchmark pay.*
- Identify any skills gaps between where you are now and where you want to be
- Research any training, qualifications, or certifications that could support your move  
*Many transferable careers don't require you to start from scratch.*

 **Tip:** Don't rule yourself out before you've done the research. You may already have more relevant experience than you think.

### STAGE 3 — UPDATE YOUR PROFESSIONAL PROFILE

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- Rewrite your CV to reflect your transferable skills and new career direction  
*Lead with a strong personal statement that speaks to the role you want — not the one you're leaving.*
- Update your LinkedIn headline to reflect where you're heading  
*Recruiters search by keywords — make sure yours match your target role, not your old job title.*
- Refresh your LinkedIn summary to tell your career change story with confidence
- Add a professional profile photo to LinkedIn  
*Profiles with a photo get up to 21 times more views than those without.*
- Turn on 'Open to Work' on LinkedIn (you can make it visible to recruiters only)

 **Tip:** CV writing and LinkedIn optimisation are two of the most impactful things you can do — and two of the most common areas where people need support. Leap Forward Careers offers both.

### STAGE 4 — BUILD YOUR NETWORK

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- Connect with professionals in your target industry on LinkedIn  
*Personalise your connection requests — a brief note makes a big difference.*
- Reach out to former colleagues, managers, or contacts who may be able to help
- Attend industry events, webinars, or networking groups relevant to your new field
- Join relevant LinkedIn groups or professional communities
- Ask for introductions where appropriate — most people are happy to help


 **Tip:** Up to 70% of jobs in the UK are never publicly advertised. Networking isn't just helpful — it's essential for a career change.

### STAGE 5 — PREPARE FOR INTERVIEWS

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- Prepare a confident answer to 'Tell me about yourself' that frames your career change positively


- Practise answering 'Why are you looking to change careers?' honestly and with purpose
- Prepare examples using the STAR method (Situation, Task, Action, Result)
- Research each company thoroughly before every interview  
*Know their values, recent news, and how your background adds something they don't already have.*
- Prepare 3–5 thoughtful questions to ask at the end of every interview

 **Tip:** Interview nerves are normal — especially when you're making a big career move. Interview coaching can transform your confidence and performance. Ask us about our 1:1 interview preparation sessions.

## STAGE 6 — MANAGE THE TRANSITION

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- Set a realistic timeline for your career change — avoid rushing or putting unnecessary pressure on yourself
- Build a financial buffer if possible before you make the move
- Tell trusted people in your life about your plans — accountability helps
- Manage your mindset — imposter syndrome is very common during a career change and it does not mean you're making the wrong decision
- Celebrate small wins along the way — every step forward counts

 **Tip:** A career change is one of the biggest decisions you'll make. You don't have to navigate it alone.

### Ready to take the next step?

At Leap Forward Careers, we offer 1:1 career coaching, CV writing, interview preparation, and LinkedIn optimisation — all tailored to you and your career change goals.



**Get in touch: [leapstartcareers.com](https://leapstartcareers.com) | [@leapforwardcareers](https://twitter.com/leapforwardcareers)**

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