

## TWENTY QUESTIONS TO GUIDE YOU THROUGH YOUR POTENTIAL CAREER TRANSITION

Thinking that you need to change jobs or even enter a new career?  
Feeling underpaid, undervalued, or under-utilized in your current position?  
Think you're stuck in a rut or in a dead-end job?

Surveys have shown that a high percentage of working Americans are un-happy in their jobs, so don't feel that 'there's something wrong with you'. Answering (or just pondering) the following questions probably won't reveal your *'perfect career'* although the answers WILL provide some career clarity or at least help you look in a more rewarding direction.

A while back, I was conversing with a colleague that was considering attaining an additional degree and advanced certification. I asked her a series of questions and by the end of the conversation she had determined that a new degree would not be in her future. Her comments to me were: “*Thanks Mark, you know you just saved me about ten years of coursework and tens of thousands of dollars!*”

So here are 20 questions to help you in your career decision-making.

- 1) Is your dissatisfaction coming from your career path or just from your current job? Could you find satisfaction in a related job within the same field?
- 2) Are the working conditions motivating you to consider a change?
- 3) Do you feel a need to express certain values on the job, that you're unable to, in your present position?
- 4) If working conditions cause you to want to make a change, could you change your environment, or your attitude toward it; or is the only solution to actually change careers?
- 5) Do you sense that you would be able to use more of your *motivated skills* and abilities in a different profession?
- 6) Do you have an understanding of your personality style and a sense of the type of working environment you'd prefer to be in; as well as what job aspects you'd prefer to avoid?
- 7) Do you know where your interests lie? What do you know about your career/vocational interests and values?
- 8) Have you inventoried your skills and know what your marketable/functional skills are?
- 9) Have you developed new skills that you just don't have the opportunity to use in your present profession even though you'd really like to?

- 10) Would you be willing to make sacrifices to start all over in a new profession ... such as taking a cut in salary? The people who are dependent on you – *are they also willing?*
  - 11) Does your newly chosen professional field require retraining or further education? ... Or could you enter it without retraining?
  - 12) Do you need to develop new skills, or will your functional skills transfer to the occupation that you chose?
  - 13) Are all of your eggs in one basket, or do you have alternative plans?
  - 14) Can you find any ways that you can try out a new career without quitting your present full-time job? (After all, we want to be certain that you'll really like it)
  - 15) What will you gain in changing careers and *exactly* what will you be giving up? What aspects of your current position do you hope to escape?
  - 16) Have you done your homework, pencil and paper figuring, or only daydreamed? What is the importance of possible "*golden handcuffs*" seniority, retirement fund, etc. to your personal welfare both in the short run and over the long haul?
  - 17) What sources of assistance are available in your community to facilitate your career change and help ensure its success?
  - 18) Do you feel that you have the patience to spend the (possibly necessary) time in an entry-level position, in order to attain your goal?
  - 19) What small advance steps can you begin today to help with your career transition? Do you have a list of short range, intermediate and long-range goals drawn up and committed to paper?
  - 20) How willing are you to take risks, such as not being happy in a new profession? Would you be willing to make another change if that were to happen?
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Mark Berkowitz is the owner and President of [CAREER DEVELOPMENT RESOURCES](#), LLC. Changing lives and revolutionizing careers since 1985, Mark provides one-on-one career consulting services, résumé building assistance and guidance to help each client achieve not only job advancement, but lasting and meaningful success in their career path as well. A distinguished figure in his field, Berkowitz is one of the top career builders in the country and has been quoted in nearly two dozen books and publications on the topic of career advancement.

Passionate about empowering others to realize their dreams, Mark served as an executive board member of the PROFESSIONAL ASSN. OF RÉSUMÉ WRITERS & CAREER COACHES. He has been helping clients successfully advance in, and/or change their careers for over 36 years. With a Master's Degree in Career Development and four specialized certifications ([National Certified Career Counselor](#), [Certified Professional Résumé Writer](#), [Int'l Certified Job & Career Transition Coach](#), and [Certified Employment Interview Professional](#)), he is uniquely qualified to help you improve your career situation. A recognized expert in the field, he had not only taught in Graduate Schools and led workshops and seminars, but also trained other counselors. Mark served as chairman of the Certification Board for the Professional Assn. of Résumé Writers and Career Coaches and was a founding member of the Career Management Alliance (fkn Career Masters Institute). Additionally, he has shared his expertise in effectively utilizing career assessment tools with graduate counseling students from nearby Fordham University, helping to prepare them for their future counseling careers.

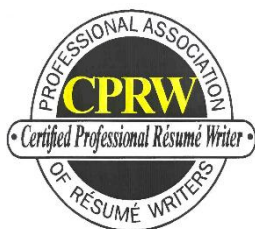
Mark connects with clients locally as well as international clients via the internet. He also provides outreach to high school and college students, presenting career planning and job search strategy workshops.

- Highly regarded with résumés, cover letters, and interview strategies showcased in nearly two dozen books.
- Enjoys an INTERNATIONAL REPUTATION as a “Résumé Guru” by members of the Professional Assn. of Résumé Writers and Career Coaches.

His work appears in nearly two dozen books on résumé /cover letter writing and winning interview strategies. He has been spotlighted on WCBS television in “*Acing The Interview*” and has been named as the “*Professional of the Year 2024*” by the **PODCAST BUSINESS NEWS NETWORK**.



Berkowitz has been recognized as “... *one of the leading résumé writers in the U.S. today*” in Professional Résumés for Executives, Managers, and Other Administrators. Wendy Enelow, President of the Career Masters Institute has acknowledged Mark as “... *one of the most talented career counselors I have ever met.*”



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*See how you can benefit from professional expertise  
instead of suffering from your career mistakes.*

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