

WORK CENTRAL AB

Career Change Guide

How to Move Into a New Field With Confidence

A Career Resource from Work Central AB

Changing Careers With Confidence

Switching industries or roles can feel risky, but it's increasingly common - and Central Alberta's diverse economy, spanning agriculture, energy, healthcare, trades, and manufacturing, offers real room to move between sectors. This guide breaks the process into manageable steps.

1. Clarify Your Reason for Changing

- Are you moving toward something (new interest, better pay, growth) or away from something (burnout, instability, a poor fit)?
- Understanding your 'why' helps you target the right next step, rather than jumping to the first available option.

2. Identify Transferable Skills

Most career changes are less dramatic than they feel, because core skills often carry over. Consider skills such as:

- Communication, customer service, and relationship management.
- Project management, organization, and problem-solving.
- Leadership, training, or supervisory experience.
- Technical or industry-specific skills that apply across sectors (e.g., safety certifications, software skills, equipment operation).

3. Close the Gap

- Research the qualifications typically required in your target field.
- Look into short courses, certifications, or apprenticeships offered locally through Red Deer Polytechnic or other regional institutions.
- Consider volunteer work, part-time roles, or a related "bridge" position to build relevant experience.

4. Reframe Your Resume and Story

- Use a combination resume format that leads with transferable skills, not just chronological job history.
- Prepare a clear, honest explanation for your career change that focuses on what you're moving toward.
- Use the Work Central AB Career Change cover letter template to introduce your transition to employers.

5. Expect an Adjustment Period

It's normal to start in a slightly more junior role, take a short-term pay adjustment, or spend time building credibility in a new field. Most career changers find this investment pays off once they're established. Give yourself realistic timelines and celebrate incremental progress.

Career Change Checklist

- ✓ Identified your core reason for changing careers
- ✓ Listed transferable skills relevant to your new field
- ✓ Researched qualifications and training needed
- ✓ Updated resume to lead with transferable skills
- ✓ Prepared a clear, confident explanation of your transition
- ✓ Set realistic expectations for the adjustment period

Keep Building Your Career With Work Central AB

Combine this guide with our Resume Writing Guide and Cover Letter Templates to present your career change clearly to employers. Visit workcentralab.ca/resources.