



theAlfred
Part of AlfredHealth

Finding Your Career Path

Lets get started

Ronald Sawers Haemophilia Treatment Centre



theAlfred
Part of AlfredHealth

What is a career path?

A career path is made up of the positions you hold as you grow in your field. Your first job or college degree, for example, can mark the beginning of your career path. As you gain additional knowledge and skills, you may progress or “move vertically” into more advanced roles. Some employees also “move laterally” into equal but different job roles as they specialize or move into different career paths.



theAlfred
Part of **AlfredHealth**

How to choose a career path

1. Outline your **career** goals.
2. Create a five-year plan and a ten-year plan.
3. Discover your personality type.
4. Review your previous experience.
5. Compare job requirements to your education.
6. Assess your current skill set.
7. Take note of your interests.
8. Identify your core values.

What if I don't have a "career path" or I don't know what I'm interested in?

Here are some suggestions

- Talk to people you know and trust their judgement
- Ask around, family or friends who may know someone in an employment area of your interest
- Look at the work they do? Imagine yourself doing that line of work

Useful Links

- <https://www.thebalancecareers.com/what-to-include-in-a-cover-letter-for-a-job-2060315>
- <https://www.indeed.com/career-advice/finding-a-job/choosing-a-career-path>
- <https://www.indeed.com/career-advice/career-development/how-to-make-a-career-decision>



theAlfred
Part of AlfredHealth



theAlfred
Part of AlfredHealth

Writing a Resume

Let's get started

Ronald Sawers Haemophilia Treatment Centre



theAlfred
Part of AlfredHealth

Resume Vs CV

There are many versions of what a resume can look like.
The web will reveal many formats for you to choose from.

Sometimes you may hear the word CV used.



theAlfred
Part of AlfredHealth

Curriculum Vitae (CV) is Latin for "course of life."

In contrast, Resume is French for "summary."

Both CVs & Resumes:

- Are tailored for the specific job/company you are applying to
- Should represent you as the best qualified candidate
- Are used to get you an interview
- Do not usually include personal interests



theAlfred
Part of AlfredHealth

Whether you are looking for your 1st job out of high school, uni or changing your employment during your life time, look carefully for the type of job you are interested in. The average person will **change** careers 5-7 times during **their** working life according to career **change** statistics. With an ever increasing number of career choices, **30%** of the workforce will now **change** careers or **jobs** every 12 months.

Read the advert fully, especially the job description and look for a suggested format or lay out that the employer is looking for. The advert should detail what the employer is looking for in experience, qualifications and if there is a ‘selection criteria’ that is series of questions or statement you have to repond to.

Ensure you read & re-read your CV/Resume carefully. Spell check & grammar check are important to your prospective employer on their 1st read of your job application.



theAlfred
Part of AlfredHealth

A covering letter is your introduction to the employer and can cover why you are applying for this job.

It should include:

The job identifier number and/or name - check the advert

A brief summary of what you have included or attached

Please ensure you sign and date your letter.



theAlfred
Part of AlfredHealth

Useful Links

<https://www.resume-now.com/build-resume?ref=3>

<https://icc.ucdavis.edu/materials/resume/resumecv>

<https://www.thebalancecareers.com/what-to-include-in-a-cover-letter-for-a-job-2060315>

<https://www.aib.edu.au/blog/career-development/changing-jobs-how-often-is-too-often/>