




# Build a Career That Fits

## 5 Steps to Move Forward with Clarity, Confidence, and Purpose

Whether you're launching your career, shifting directions, or navigating change after years in leadership — this guide will help you build a career that aligns with who you are and where you want to go.



 +404-667-8931

# Take action on these 5 Steps to build clarity, confidence, and purpose.

## Step 1. Know Yourself



**Discover your strengths, values and motivators.**

Before you update your resume or dive into job postings, take time to reflect on who you are. Your career decisions should be rooted in self-awareness.

### Ask yourself:

- ✓ When do I feel most energized or engaged?
- ✓ What kinds of problems do I love to solve?
- ✓ What are 3 values I want reflected in my work?

## Step 4. Take Aligned Action



**Update your materials and start showing up intentionally.**

Once you've chosen a direction, make sure your actions reflect it. That includes how you present yourself online, on paper, and in conversation.

### Checklist:

- ✓ Update LinkedIn and resume to match your current focus
- ✓ Practice telling your story (in interviews, networking, or even to friends)
- ✓ Reach out to someone in your target field this week

## Step 2. Explore What's Possible



**Research roles, paths, and industries that fit your wiring.**

The world of work is full of possibilities — and many jobs never make it onto a job board. Curiosity is your best tool here.

### Try this:

- ✓ Conduct 2–3 informational interviews this month
- ✓ Use LinkedIn to explore career paths of people with similar degrees or skills
- ✓ Keep a “curiosity list” of roles or fields that catch your attention

## Step 3. Define Your Direction



**Choose a focus and set short-term goals.**

You don't need to have it all figured out. But having a direction will help you filter opportunities and build momentum.

### What to do:

- ✓ Write a short positioning statement (Who you are + What you want to do + Why you're a fit)
- ✓ Identify 1-2 short-term career goals
- ✓ List any skill or experience gaps to address

## Step 5. Reflect and Refine



**Check in. Course correct. Stay connected to your “why.”**

Career-building is a lifelong process. Make space to regularly reflect, refine, and realign.

### Ask yourself:

- ✓ What's working well right now?
- ✓ What feels off or draining?
- ✓ Who can support me as I grow?

**Ready for More Clarity?**

**I coach students, professionals, and leaders through meaningful career transitions. If you're feeling stuck or ready for what's next, I'd love to help.**