DS RECRUITMENT SOLUTIONS

Career Switch Guide

Understand your options, explain your experience and plan a realistic move.

Practical career guidance across different backgrounds

Role pathways, reasons for fit, development gaps and application examples for people changing function, industry or work setting.

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Includes 21 background profiles, 12 worked role samples and three case examples

Worked transferable role samples

Explore 36 role suggestions across 12 fictional profiles. Each explains reasons for fit, supporting evidence and gaps to check.

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Sample roles: retail and frontline sales

Fictional profile: a retail associate handles transactions, stock checks, complaints and new-starter guidance. They want to explore work beyond the shop floor.

1. Sales support coordinator | closer route

Why it may fit: order accuracy, customer enquiries and follow-up can support quotation administration and order processing. Transferable skills include checking details, explaining next steps and coordinating with colleagues. Evidence to show: an example of resolving a stock or transaction discrepancy and keeping the customer informed. Gap to check: spreadsheet use, CRM records, order systems and whether the role carries individual sales targets.

2. Inventory assistant | selective route

Why it may fit: regular stock counts and investigation of discrepancies can connect to inventory records and replenishment support. This is stronger when the person actually checked deliveries or reconciled stock. Evidence to show: how a mismatch was identified, verified and referred for correction. Gap to check: warehouse systems, spreadsheet accuracy, physical duties and shift requirements. Selling products alone provides limited evidence of inventory control.

3. Training coordinator | development route

Why it may fit: supporting new starters can provide an initial connection to scheduling learning sessions and maintaining training records. Evidence to show: what guidance was delivered, how understanding was checked and which materials the person created. Gap to check: learning administration systems, reporting and responsibility for facilitation. Informal buddy support should be described at that level, rather than presented as ownership of a training programme.

How to explain the direction

An accurate opening might be: 'My retail experience includes order checks, customer issue resolution and coordination with the stock team. I am exploring sales support roles where I can build on that organised follow-through.' Add a real example from your own work. Ask which tasks dominate the vacancy before assuming it offers more predictable hours.

Sample roles: IT support

Fictional profile: an IT support specialist manages tickets, diagnoses user issues, documents fixes and escalates incidents. They want broader options beyond a help desk.

1. Application support analyst | closer route

Why it may fit: troubleshooting, issue reproduction and clear user communication support application support. Evidence to show: how an incident was diagnosed, documented and escalated with useful information. Gap to check: the employer's application stack, logs, database queries and access requirements. General desktop support does not automatically cover the technical depth of every application-support vacancy.

2. Implementation coordinator | selective route

Why it may fit: supporting rollouts, arranging user access and coordinating handovers can connect to implementation delivery. Evidence to show: a rollout where the person tracked actions, supported users and handled dependencies. Gap to check: configuration ownership, client communication and project reporting. If the vacancy requires technical solution design, coordination experience alone may be insufficient.

3. Business analyst | development route

Why it may fit: investigating recurring user problems can provide a starting point for understanding requirements and process issues. Evidence to show: how a problem was clarified, alternatives considered and a process improvement supported. Gap to check: requirements elicitation, process mapping, acceptance criteria and stakeholder decisions. Build a relevant sample and investigate junior or adjacent roles where your domain experience is useful.

How to make the choice

Stay closer to application support if you enjoy technical diagnosis. Investigate implementation if you prefer coordinated change and handovers. Investigate analysis if you enjoy clarifying needs and evaluating processes. Your CV should show the relevant contribution through a specific incident or initiative, with technical claims limited to tools and methods you can explain.

Choose development that closes a real gap

A course is most useful when you know which capability you need it to support.

Distinguish knowledge from practice

Learning terminology can help you understand a field. Performing a task shows how you apply it. Decide which evidence is missing before choosing an activity. Someone targeting operations reporting might need spreadsheet practice and a short analysis sample. Someone targeting purchasing support might need to understand purchase orders and approval steps. A broad certificate with little relevance can consume resources without improving the application.

Build a sample around a realistic brief

Use fictional or public data and state the task, audience and output. For coordination, create a schedule, action log and handover. For reporting, prepare a simple analysis and explain its limitations. For training, develop a short session with a way to check understanding. Review the output for accuracy and usability, then explain the choices you made. Label it as self-directed when you show it.

Check recognition where formal requirements matter

Some roles require a recognised qualification, licence or professional registration. Confirm requirements directly with the employer or relevant body in your intended location. Compare duration, cost, entry conditions and practical experience before committing to a programme. Use actual job requirements to decide whether this is the route you want. If a formal gap is substantial, consider related functions where your existing experience can contribute sooner.