



## Explanation of Fields on Job Summary Profiles

In our coaching session that focuses on job ideas, you will receive a Job Summary Profile for nearly every idea we discuss. The profiles are proprietary and exclusive to New Career Breakthrough.

Below is quick overview of how to understand and use the information contained in each field on your Job Profiles.

**Note:** In the rare situation I haven't entered information into a field a Job Profile, **it shows the word NONE**. Please don't let this mislead you – the word NONE on a profile simply means no information has been added into that field.

**General Description** – This is a brief overview of the main functions and purpose of this type of job.

**Compensation Range Minimum:** This is the typical salary of someone entering this role/field with little or few relevant / transferable skills.

**Compensation Range Maximum:** This is the typical salary range of a person in a leadership/management position in this type of job. Some people with this title may earn a lot more than the value indicated in this field, but to not be misleading, I don't include 'outlier' salaries in this compensation range.

Although I have listed typical minimum and maximum salaries for each type of job, I recommend doing more salary research using these training modules:

<https://newcareerbootcamp.com/category/career-clarity/session-2/> (you must login to access the modules).

### Special Comments:

- 'The Job Availability score' gives a general sense of how many job openings there are for this type of job. The scale is from 1 (very few job openings) to 10 (very many job openings), with a score of 5 meaning this type of a job has an average/typical number of job openings.

- Almost all job profiles include a link to a webpage with a few sample job advertisements that you can quickly peruse to get the gist of the job. Although I've provided these for your convenience, I strongly recommend that you research each idea more fully using the Job Idea Research strategies discussed on my site [www.NewCareerBootcamp.com](http://www.NewCareerBootcamp.com). (You'll receive Login information no later than the day after we discuss job options for you.)
- This field also contains a link to download that specific Job Profile. The benefit of downloading a Job Profile is that you can 'copy and paste' the General Job Search Phrases (see below), rather than having to type out each phrase, when you are doing your research.

**General Job Search Phrases to Learn About a Job** (Typically located in the middle of the first page)

Each Job Summary Profile includes one or more "General Job Search Phrases" you can use to support your research. In many situations, I've included multiple Job Search Phrases because: 1) some jobs are very similar but use different job titles and 2) different companies use different titles for the same type of job.

These are the primary 'search phrases' I recommend using to find relevant job advertisements that can help you gauge your level of interest in this type of role.

I have coded these phrases using Boolean Search terms that will help you more easily find relevant job openings. Boolean coded Search Phrases aren't perfect - they will bring up some unrelated jobs in your search results, but using these phrases will result in more effective and efficient searches. Simply copy one phrase at a time (exactly as I have 'coded' it in this field) and paste it into the "What" box on [wwwIndeed.com](http://wwwIndeed.com).

Note: While you can look for a job using any job board, I recommend using Indeed to explore job advertisements because Indeed is the only job board that recognizes and understands Boolean code Job Search Phrases.

**Additional Search Phrases:** I use this section to indicate any additional Job Search titles and strategies I have to help you conduct your research.

**Job Search Phrases For Related Roles That May Be Appealing:** In this field you'll find search additional Job Search phrases to explore for roles that are related, but different. Think of it as 'bonus ideas' 😊

**Job Search Phrases For More Senior, Less Senior And Junior Roles:** Exploring senior job titles will help you to identify if growth in this career could be appealing to you. Exploring a range of roles will also help you to identify the level that you could initially target for a transition based on your skills and abilities.

Where there are unique titles for more senior and junior roles, I have indicated them in this field.

In general, to explore more junior through senior roles, you'll want to use the strategies shown on the General Job Search Phrase Modifier Strategies Report (see Tab 4 in this binder)

**Certifications** (This section would be better titled "Continuing Education")

For some clients, Continuing Education (courses, bootcamps, certificates, etc.) are a great way to increase skills and knowledge that build credibility and support a career transition.

While I have entered a few potentially helpful certifications on some Job Profiles, I recommend doing your own online research to identify potential continuing education that could empower your career transition. Note: I'm not an 'Education coach' (there are people who do that) so I'm not able to recommend specific training programs. Where I have listed a specific certification, it's provided as an example and not a recommended program.

Here are four strategies you can use to identify potentially helpful courses, certifications, bootcamps, etc.:

**Strategy 1:** An easy way to learn about potentially helpful certifications is to look for the types of certifications cited in job advertisements. You can do this by simply adding this phrase to the General Job Search Phrase that you are researching:

**AND (certification OR certificate OR certified OR designation)**

For example, if you are researching for roles in Compliance using this General Job Search phrase:

**Title: Compliance**

...to find potentially helpful certifications for that role, just conduct the same search using this modified phrase:

**Title: Compliance AND (certification OR certificate OR certified OR designation)**

**Strategy 2:** Another strategy to identify potentially helpful education is to do an online (e.g. Google) search on a phrase such as 'NAME OF JOB TITLE' AND (certification OR training) and review the search results. For example:

**"Human Resources" AND (certification OR training)**

**Strategy 3: For inexpensive and free courses & certifications,** I recommend checking out edX, classcentral.com, Stanford Online, udemy, coursera, and Code Academy.

Using these 'edtech' platforms, you can start streaming on-demand video lectures today from top instructors (at Harvard, MIT, Yale, Stanford, University of Penn and hundreds of other top schools) on subjects like business, economics, coding, data science, art & design, communications, humanities, and law.

Best of all, there are thousands of FREE courses and other low cost training options.

**Strategy 4:** Many industries have a Professional Association and some of those associations offer high-quality training classes, courses, or certificates. To explore this option, simply do an online search like this:

"name of appealing field" professional association

For example:

Fundraising professional association

**Matching Criteria:** This field lists the skills and abilities most commonly used in this type of job. **Not every job will use every skill listed here – far from it.** This field is meant to be used as quick guide to help you understand the range of transferrable skills and abilities that can be used for this type of role.