

Singapore Career Pivot Checklist

Your step-by-step roadmap to changing careers successfully

Use this checklist to plan, prepare, and execute your career switch with confidence. Each section builds on the last — don't skip ahead.

Phase 1: Clarity (Week 1-2)

Define Your "Why"

- I understand why I'm leaving my current career (write it down)
- I know what I'm moving toward, not just running from
- My career goal aligns with my values and interests
- I've discussed this decision with family/trusted advisors

Research Target Industries

- I've identified 2-3 industries that interest me
- I've researched growth projections for these industries in Singapore
- I've checked salary ranges on MyCareersFuture for target roles
- I've read at least 3 articles about trends in my target industry

Identify Target Roles

- I have a clear job title I'm aiming for
- I've read 10+ job descriptions for this role
- I've created a list of required skills from job postings
- I've identified companies that hire for this role in Singapore

Phase 2: Skills Assessment (Week 3-4)

Map Your Transferable Skills

- I've listed 15 skills from my current career
- I've identified which skills transfer to my new industry
- I've reframed my achievements in my target industry's language
- I've identified my unique value proposition as a career switcher

Identify Skills Gaps

- I know exactly what skills I'm missing
- I've prioritized which gaps to close first

- I've researched how long it takes to acquire missing skills
- I've created a learning plan with specific timelines

Check Financial Readiness

- I have 6+ months of emergency savings
- I've calculated the pay cut I can afford
- I've reviewed all financial commitments (loans, insurance, family support)
- I have a backup plan if the switch takes longer than expected

Phase 3: Training & Certification (Month 2-4)

Claim Government Support

- I've checked my SkillsFuture Credit balance (\$500 + \$4,000 if 40+)
- I've explored Career Conversion Programmes (CCP) for my target industry
- I've applied for Mid-Career Enhanced Subsidy (MCES) if eligible
- I've contacted NTUC e2i for career coaching (free)

Enroll in Training

- I've enrolled in a SkillsFuture-approved course for my target role
- I've committed to completing the course (75%+ attendance required)
- I've scheduled study time in my calendar
- I've joined online communities related to my new field

Build a Portfolio

- I've completed at least 1 portfolio project demonstrating new skills
- I've documented my project process (case study format)
- I've published my work on LinkedIn, GitHub, or Behance
- I've asked for feedback from people in my target industry

Phase 4: Resume & Personal Branding (Month 3-4)

Rewrite Resume

- I've created a career transition summary at the top
- I've reframed my job titles to highlight transferable skills
- I've quantified achievements relevant to my new industry
- I've removed or de-emphasized irrelevant experience

- I've run my resume through an ATS checker (ForLifeCareer Resume Tool)

Update LinkedIn

- I've updated my headline to reflect my new career direction
- I've added a summary explaining my career switch
- I've listed relevant projects, courses, certifications
- I've posted content related to my new industry (at least 3 posts)

Build Online Presence

- I've created or updated my portfolio website (optional but recommended)
- I've joined LinkedIn groups related to my target industry
- I've followed thought leaders in my new field
- I've engaged with their content (comment, share, discuss)

Phase 5: Networking (Month 3-5)

Informational Interviews

- I've identified 15 people to reach out to in my target industry
- I've sent personalized LinkedIn messages (not generic)
- I've completed at least 5 informational interviews
- I've asked for referrals or introductions from each contact

Industry Events

- I've attended at least 2 industry meetups or webinars
- I've introduced myself to 5+ new people at each event
- I've followed up with new connections within 48 hours
- I've joined at least 1 professional association in my new field

Leverage Recruitment Agencies

- I've identified 3-5 agencies specializing in my target industry
- I've registered with them and shared my updated resume
- I've had introductory calls with at least 2 recruiters
- I've clarified my job search criteria (role, salary, location)

Phase 6: Job Applications (Month 4-6)

Apply Strategically

- I've applied to at least 20 relevant roles
- I've customized each resume and cover letter for the job
- I've tracked all applications in a spreadsheet
- I've followed up on applications after 1 week (if no response)

Target Bridge Roles

- I've identified bridge roles that connect my old and new careers
- I've applied to both target roles and bridge roles
- I'm open to contract/temp roles to gain experience
- I've explored part-time or freelance opportunities

Leverage Referrals

- I've asked my network for referrals to open roles
- I've reached out to hiring managers directly on LinkedIn
- I've applied through employee referral programs where possible
- I've thanked everyone who helped with referrals

Phase 7: Interview Preparation (Ongoing)

Prepare Your Story

- I can clearly explain why I'm switching careers in 60 seconds
- I've practiced answering "What makes you qualified for this role?"
- I've prepared examples using the STAR method (Situation, Task, Action, Result)
- I've practiced with a friend or career coach

Research Companies

- I've researched each company's mission, values, and recent news
- I've prepared 3-5 questions to ask the interviewer
- I've identified how my background adds unique value
- I've checked Glassdoor reviews and company culture

Dress for Success

- I have appropriate interview attire ready
- I've tested my video call setup (lighting, audio, background)
- I've prepared printed resumes (for in-person interviews)
- I've set reminders for interview times (with buffer for travel)

Phase 8: Negotiation & Transition (Month 6+)

Evaluate Offers

- I've compared total compensation (salary, bonus, benefits)
- I've negotiated for a higher salary or better terms
- I've clarified start date, probation period, and job scope
- I've gotten the offer in writing before resigning

Resign Professionally

- I've given proper notice (2 weeks to 1 month)
- I've prepared a professional resignation letter
- I've completed handover duties
- I've maintained good relationships with former colleagues

Prepare for Day 1

- I've researched my new company's onboarding process
- I've prepared questions for my new manager
- I've set 30-60-90 day goals for myself
- I've mentally prepared for the learning curve ahead

Bonus: Mental Health & Wellbeing

Stay Resilient

- I've built a support system (friends, family, career coach)
- I've set realistic expectations (3-6 month timeline)
- I'm tracking small wins (interviews, networking calls, course completion)
- I'm practicing self-care (exercise, sleep, hobbies)

Celebrate Progress

- I've acknowledged how far I've come
- I've celebrated key milestones (course completion, first interview, offer)
- I'm proud of myself for taking this brave step

Resources

SkillsFuture Courses: MySkillsFuture.gov.sg **Career Coaching:** NTUC e2i (e2i.com.sg) **Job Search:** MyCareersFuture.gov.sg **Resume Tool:** ForLifeCareer.com/free-resume-tool **WSQ Navigator:** ForLifeCareer.com/wsq-navigator **Recruitment Agencies:** ForLifeCareer.com/recruitment

Need personalized career advice? Book a free 20-minute call: <https://forlifecareer.com/advisory/>

Download more free resources: <https://forlifecareer.com/free-resources/>

© 2026 ForLifeCareer.com | All rights reserved