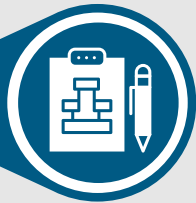


all things
ADMIN

TOP 10 TIPS for CAREER GROWTH



Create a strategic administrative career plan to guide your decisions on how to invest time, money, and effort in advancing your career.



Keep your resume current. This is your number one marketing tool for getting a job. Make sure it's ready to use at a moment's notice.



Create a professional portfolio in print format. Include work samples that visually reinforce the skills on your resume.



Use personality assessments and strengths-based tools to better understand your strengths and weaknesses.



Be proactive about crafting and expressing your personal brand.



Invest in yourself and get a professional headshot.



Make sure your LinkedIn profile highlights your skills, abilities, interests, and accomplishments.



Engage with a mentor or career coach.



Stay on top of trends in your profession and industry so you can learn new skills before you need them.



Build your own personal advisory board of people who help you think smarter about the challenges and opportunities you face.