

HOW TO WRITE ABOUT YOUR CAREER GAPS IN YOUR RESUME

Illness gap:

- Took a leave of absence due to a medical condition but now fully recovered and eager to return to work.
- Temporarily stepped away from the workforce to focus on my health, but I have since taken the necessary steps to ensure I am physically and mentally able to work again.
- I took time off to care for a family member who was battling a serious illness. During that time, I developed a strong sense of empathy and a better understanding of how to support people in times of need.

Maternity gap:

- I took a break from my career to start a family and care for my children. Now that my children are older, I am excited to jump back into the workforce.
- After the birth of my child, I took a planned break from my career to bond with my baby. I am eager to re-enter the workforce and bring my skills and

experiences to a new position.

- I made the personal decision to take time off to raise my children during their early years. This has allowed me to develop excellent time-management, multi-tasking, and prioritization skills, which I believe will benefit any employer.

Layoff gap:

- Due to circumstances beyond my control, my position was eliminated during a company-wide restructuring. While it was a difficult time, I used the opportunity to take additional courses and upskill in my field.
- After a layoff from my previous job, I took the opportunity to travel and broaden my horizons. I am now ready to recommit myself to my career and bring my newfound experiences to a new role.
- My previous employer experienced financial difficulties and had to make tough decisions, including laying off a portion of its workforce. Unfortunately, my position was among those affected. However, I am confident in my abilities and eager to find a new opportunity that will allow me to continue growing professionally.

Career change gap:

- I took a break from my previous career to explore other opportunities and interests. After careful consideration, I have decided to pursue a new path and am excited to bring my transferable skills to a new role.
- After several years in my previous career, I realized that it was no longer fulfilling and that I was ready for a change. I took some time to explore different options and retrain in a new field, and I am now eager to apply my newfound skills to a new position.
- I have taken a break from my previous career to start my own business. Although it was a risk, it has been a rewarding experience that has taught me valuable skills in entrepreneurship, marketing, and management. I am now ready to apply these skills to a new position.

Gap for personal reasons:

- I took a break from my career to take care of a family member who was going through a difficult time. Now that the situation has stabilized, I am excited to get back to work.
- After years of working in a fast-paced corporate environment, I decided to take some time to focus on my personal goals and well-being. I used this time to

pursue my hobbies, travel, and spend time with loved ones, and I am now eager to re-enter the workforce.

- I took a gap from my career to relocate and settle in a new city. During this time, I made valuable connections and explored new opportunities that have prepared me for my next role.

Gap for education:

- I took a gap to pursue further education and expand my skill set. This has allowed me to gain valuable knowledge and hands-on experience in my field.
- After completing my undergraduate degree, I took a gap to travel and explore different cultures. I then pursued a graduate degree in my field, which has equipped me with the skills and knowledge needed to excel in my career.
- I took a gap to focus on completing a professional certification or licensure in my field, which has enhanced my expertise and made me a more competitive candidate.

DM or email at hr@simentp.org, if you are looking for

RESUME WRITING

RESUME REVIEW

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