



## Resume tips for mums and dads

If you're nervous about how you'll be viewed after time out of the workforce, don't be. You're certainly not the only one. Most people have a career break at some point for various reasons. Whether you've been out the game for a just little while (or a long time), use our advice to ensure employers don't look you over.

### **1 Keep it honest**

Don't try to hide the gap in your resume. Address the reasons why in your cover letter then focus on showcasing your skills and overall professional experience. If you were the employer, what would your concerns be? Put yourself in their shoes and address it accordingly. For example, if you are from an industry that is governed by strict legislation, make it clear you have kept up with the changes so can hit the ground running when you return. For your résumé's personal summary, be clear and upfront. For example: *Driven Sales Manager with over 15 years of national experience, returning to work.*

### **2 Don't underestimate yourself**

Don't forget you haven't really been hiding under a rock the whole time. You have been actively building skills, possibly from participating in activities others don't get time to get to because they work. Perhaps you have sat on a school council or organised an event or participated in fundraising? Professional skills such as communication, teamwork, organisation, and planning are valuable to an employer. Take any parent successfully running a home and juggling care for their children, and you'll find a 'master' in multitasking and prioritising. So don't downplay these activities, they definitely add value to your overall employability. Get any volunteer work into your resume and use it to showcase your skills.

### **3 Show you're committed**

Some employers may be concerned whether you are 100% ready to return to work and can commit to the job. Make sure you have all your childcare needs arranged in advance and make it clear that you are committed and ready.