



Writing a cover letter after a gap in your career

“I’ve been out of the workplace for six years having a family. I’d like to get back into my old career but am worried I’ll be overlooked”

Sound a bit like you? 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 overlook you.

1 Keep it honest

Don’t try to hide the gap in your résumé. 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 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 the rest of us don’t get time to get to while we’re at work. Perhaps you have sat on a school council, 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.