

## *Starting again*

At some time in your life, you may find yourself re-entering the job market after a break. This can be for a number of reasons: bringing up a family, taking time out for travel or voluntary work, or redundancy or unemployment.

Don't apologise for your career break. Gaps in employment, for whatever reason, are a fact of life and should be handled positively and assertively.

Emphasise your relevant experience and concentrate on your skills and qualities. Draw attention to what you have done, rather than what you haven't.

### **Career profile**

You may be returning to a different type of job from the one that you used to do. If so, make use of the Career profile at the top of the page to connect the three parts of your working life: your previous employment, your experience during the break, and your future direction.

## Key skills

Highlight your key skills, achievements or qualifications. Include any gained through voluntary or part-time work during your career break. Include, too, qualifications and skills gained through education or training, and mention any ways in which you have kept abreast of developments in your trade or profession.

You might like to add positive ways in which you have changed: increased maturity, for example, or more responsibility, confidence, understanding, new skills, insight, etc.

## Career history

What have you done during your break?

Depending on how long you have been out of employment, things may have changed a lot since you last worked. Employers sometimes worry about returners being out of date with what's happening in the industry. They may wonder if you will be willing to adapt to new ways of doing things, or if you will stick to the ways that you already know.

Point out how you have kept up your skills, and mention anything that you have done to improve or update them. Any training you have done during this time will be a useful indicator of your interest and motivation. It's not a bad idea, in any case, to go back to the workplace better qualified than when you left it.

Include all the work experience you have had during your career break, including voluntary work, part-time work, special responsibilities and duties, etc. Even if it was unpaid, an employer will still be interested in what you have done recently.

Examples of CVs appear on the following pages:

1. **Janet Sandiman** – returning after child-care, looking for a career change after training.

2. **Ananda Vires** – returning after child-care, voluntary work experience.
3. **Daniel Guys** – returning to full-time work after extensive travelling.
4. **Edward Kingsman** – returning after redundancy with further training and related voluntary work.
5. **Diane Walker** – returning after redundancy with updated training.

**JANET SANDIMAN**

14 Eastover Common, Oxhill  
Avon AV20 4CP

Tel: 0000 0000000

e-mail: jmnsandiman@anyisp.com

**Career objective**

A mature and responsible individual with counselling skills and broad experience of nursing and caring for others, now looking for the opportunity to work with clients and assist them to explore their concerns, focus on underlying issues, and consider options towards setting and achieving goals.

**Key strengths**

**Experience of building a long-term relationship with clients:** AEB/CAC training is practical-skills based and includes experience of building client relationships both short (brief therapy) and long term.

**Ability to relate to people of different backgrounds:** as a nurse, required to deal tactfully, sympathetically and effectively with people of all ages and backgrounds and help them to feel as comfortable as possible in a strange and often intimidating environment.

**Key skills**

- Encouraging and motivating others
- Providing counselling support for trauma and bereavement
- Preparing others for, and supporting them through, life changes
- An understanding of women's health issues
- Computer literate

**Key qualifications**

- State Enrolled Nurse
- Certificate of Counselling Theory AEB/CAC
- Certificate of Counselling Practice AEB/CAC
- Open Access vocational training in:
  - Post-Trauma Stress and Critical Incident Debriefing
  - Primary Health Care Counselling
  - Managing Short-Term Counselling Work within Primary Care
  - Women and Mental Health

**Career history**

2002–present

Responsible for the full-time care of my two children, now at school, while also undergoing training as a counsellor.

1998–2002

Leigh House Hospital

**State Enrolled Nurse**

Responsible for medical and surgical patients:

- Prepared patients physically and mentally for surgery
- Provided patient care post-surgery

Janet Sandiman (cont.)

- Supported and counselled relatives of terminal patients
- Assisted on ward rounds
- Updated patient records
- Administered drugs
- Dealt with enquiries from patients and their families

1996–1998

Eastern Hospital

**State Enrolled Nurse**

Responsible for day-to-day working in out-patients department:

- Supported patients and provided patient care
- Assisted with routine procedures
- Dealt with enquiries from patients and their families
- Prepared working areas
- Compiled patient records

**Education and training**

2003–2005 Westbrook College of Further Education

Certificate of Counselling Theory AEB/CAC

Certificate of Counselling Practice AEB/CAC

2004–2007 Oxhill Community College

Open Access vocational courses:

- Post-Trauma Stress and Critical Incident Debriefing
- Primary Health Care Counselling
- Managing Short-Term Counselling Work within Primary Care
- Women and Mental Health

1992–1994 Langport Hospital

Student Nurse for State Enrolled Nurse

1987–1992 St Lawrence School for Girls

Six GCSEs, including Maths, English, Chemistry and Biology

**Personal details**

Date of birth: 9 July 1978

Licence: Full, clean UK driving licence, own car

Interests: Computers, education, active member of the Oxhill community volunteers group

References: Available on request

**Ananda Vires**

2 Gorstan Mead, Matley  
North Yorkshire NY19 7DC  
Tel: 0000 0000000

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**Career profile:**

A reliable, conscientious and efficient computer-literate administrator with good secretarial and organisational skills. Proficient at working both on own initiative and as part of a team.

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**Key strengths:**

**Efficient:** as secretary of the Residents Association, required to turn correspondence and reports around in the shortest time possible and keep all interested parties informed and up to date. Responsible for planning meetings, ensuring venues are booked, members and guests notified, relevant paperwork available and any mishaps dealt with. Voted in as secretary three years running and given special vote of thanks for excellent work.

**Reliable:** have proved totally dependable as association secretary, as a working-party member, member of several committees and Tenants' Forum representative, giving 100 per cent commitment to any role I take on.

**Articulate:** required to liaise with the Housing Office and to represent the Association at meetings of the Tenants' Forum and at special interest groups.

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**Key skills:**

- Secretarial, including word-processing
    - Word for Windows
    - Excel
    - Microsoft Outlook
  - Excellent telephone manner
  - Resourceful, reliable team member
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**Career history:**

Matley North End Residents Association  
2004–ongoing

**Secretary**

Organised and administered voluntary Tenants' Association:

- Organised monthly meetings and annual general meetings
- Wrote, typed and circulated minutes
- Dealt with correspondence
- Liaised with Housing Office
- Drafted reports on specific issues as member of various working parties
- Represented Association at meetings of other organisations, the Tenants' Forum and special interest groups

2000–present

During this period I have also been caring for my children full-time.

Ananda Vires (cont.)

Benn, Hodge and Keen  
1995–2000

**Secretary**

Responsible for secretarial support to department:

- Typed reports and correspondence
- Organised appointments and arranged meetings
- Minuted all departmental meetings
- Responded to telephone enquiries and requests
- Coordinated department work schedule.

Coburg & Partners  
1990–1995

**Secretary/clerk**

Organised and carried out routine office administration, maintained records and files, dealt with incoming mail, prepared routine correspondence

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**Education:**

Community Open College  
2007–2008

Computer Literacy (CLAIT) Stages I & II  
Introduction to Information Technology  
RSA Stage I Office Skills

Holm Place School  
1983–1991

GCSEs:

Seven including Maths and English

A levels:

- English language
- English literature
- French

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**Personal details:**

Date of birth: 10 March 1972

Interests: Badminton, swimming

Car owner/driver with full, clean UK licence

References available on request

**Daniel Guys**

68 St John's Road, Adrington

East Sussex SX4 2JN

Tel: 0000 0000000

**Career profile:**

A graduate with first-rate language skills gained through both formal study and extensive travel, as well as teaching English as a Foreign Language in Europe, seeking a position that will allow me to use my experience and abilities to good effect in a forward-thinking, Europe-orientated organisation.

**Key strengths:**

**European focused, with knowledge of at least one European language:** have lived and worked in France, Spain and Sweden, interacting with local and business communities. French and Spanish speaking.

**Drive and initiative:** devised and delivered property-focused Business English course for small businesses; devised suitable material for student language groups; self-funded all travel through finding work or sponsorship.

**Key skills:**

**Languages:**

- Fluent written and spoken French
  - Conversational
  - Business
  - Literary
- Excellent Business and Conversational Spanish

**Tuition:**

- Teaching Business English to Spanish business people in on-site training programmes
- Teaching Adult Education classes in France
- Teaching student groups in Swedish summer school

**Other:**

- Computer literate, including word-processing packages and spreadsheets
- Experienced in meeting deadlines, dealing with clients, office procedures, and compiling records

**Work experience:**

Travelling in Africa, Asia and Europe

2004–2008

**Teacher of English as a Foreign Language**

Responsible for teaching English to a variety of students:

- Delivered teaching programmes to several professional companies
- Taught Business English at all levels from students to company directors
- Devised and taught mixed-ability adult evening class

Daniel Guys (cont.)

- Encouraged and motivated students
- Organised leisure activities for multilingual groups of students at residential summer school

Torrington Ellis Ltd  
2002–2004

**Claims Supervisor**

Initially employed as a graduate clerk/trainee, I was promoted to Claims Supervisor:

- Dealt with telephone enquiries and correspondence
- Processed claims
- Issued cheques
- Ensured deadlines were kept
- Prepared claims

**Education:**

South East College  
2005

**RSA Certificate**

Teaching English as a Foreign Language

University of East Midlands  
1999–2003

**BA Hons 2:1**

French Language and Literature

Fairchurch Secondary School  
1992–1999

**GCSEs:**

Seven including Maths and English

**A levels:**

- English literature
- French
- History

**Personal details:**

Date of birth: 10 August 1981

Interests: Foreign cinema, food and cookery, hill-walking

Health: Non-smoker

Prepared to relocate

References available on request

**Edward Kingsman**

The Firs  
8 Langport Road  
Coveringham  
Lincoln  
LN12 2JH

Tel: 0000 0000000  
e-mail: ekingsman@anyisp.com

**Career profile**

A skilled engineer with both practical and managerial skills, gained through many years' experience of supervising staff including apprentices and trainees. An outgoing, down-to-earth person who enjoys being involved with whatever is going on, and has encountered and solved many problems with both machines and people.

**Key skills**

- Managing staff in a high-turnover production environment
- Providing a first-rate engineering service to internal and external customers
- Project management and budget preparation
- Training and motivating staff
- Computer literate

**Career history**

JMF Training Consortium  
2003–present

**Training Supervisor**

Trained Community Project volunteers in basic engineering skills for a variety of projects including environmental and conservation work.

G&T Tower Ltd  
2000–2003

**Industrial Engineer**

Responsible for all industrial engineering services at factory and divisional level. Monitored, coordinated and delivered production engineering service with particular emphasis on product costing, value engineering, pre-production engineering and methods improvement. Provided work measurement facilities and maintained bonus scheme.

APT Engineering Ltd  
1993–2000

**Director/Partner**

Planned, organised and implemented all aspects of running a small engineering company.

Edward Kingsman (cont.)

Pearl Valves Ltd  
1988–1993

**Foreman Supervisor**

Managed day-to-day control of production lines on a two-shift system. Supervised leading hands, setters and operatives, production planning, quality assurance, coordination of tools and materials and bonus scheme administration. Promoted to position after joining company in 1981.

**Education and training**

2008 CRO Training Services  
City & Guilds Training for Trainers Certificate

2006 Open University  
The Effective Manager

1986–1988 Keyfield College  
City & Guilds Certificate in Mechanical Engineering

North East College  
Supplementary certificates:

- Toolroom Practices
- Inspection and Quality Assurances
- Health and Safety Planning

In-work training  
Internal and external courses:

- Accountancy Part I & II
- Team management skills
- Negotiation skills
- Computer Smartware II
- Spreadsheets
- Word-processing

**Personal details**

Date of birth: 9 March 1968  
Licence: Full, clean UK driving licence, advanced motorist's certificate  
Interests: Computers and computing, conservation (I am a member of the local environmental and conservation group), current affairs, swimming.  
References: Available on request

**DIANE WALKER**  
83 Draycot Place,  
Eastley, Surrey SR1 2AA  
Telephone: 0000 0000000

***Career profile***

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An experienced administrator and office manager with an extensive knowledge of business practices especially in accounting, bookkeeping, and inventory control.

***Key strengths***

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**Excellent IT and administrative skills:** currently completing NVQ level 3 course to upgrade administrative and office management skills as well as IT skills. Experienced user of Microsoft Office and Windows XP across a range of functions.

**Attention to detail:** in my last position, I was responsible for administration of all purchase and inventory documentation and records, requiring a high degree of organisation and attention to detail. Previously I was responsible for analysing and rectifying errors in customer' accounts, which also required an excellent eye for detail.

**Ability to supervise staff:** have supervised a total of eight staff in a busy retail environment and have also been trained to NVQ level 3 in Supervision.

***Key skills***

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- Supervising staff
- Implementing standard procedures accurately
- Prioritising workload
- Analysing and rectifying errors
- Conversational French
- Computer skills:
  - Word
  - Excel
  - Access

***Career history***

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|--------------|---|
| 2007–present | Eastley Training Centre<br><b>NVQ level 3 Clerical Skills Course</b><br>Administration and Supervision. Advanced course to update and expand office management skills   |
| 1998–2006    | Friends Assurance Association<br><b>Office Administrator</b><br>Responsible for all documentation and records. Also dealt with queries, and the organisation of data within the department                          |
| 1994–1998    | Keyline Retail<br><b>Section Manager</b><br>Supervised staff and attended to customers in busy city centre store. Responsible for daily administration of section including stock control, turnover, and complaints |

Diane Walker (cont.)

- 1990–1994 Scottish Finance Co.  
**Office Administrator**  
 Analysed and rectified accounting errors in customer accounts
- 1987–1990 United Insurance Ltd  
**Office Administrator**  
 Carried out administrative work of department including invoicing and ordering. Processed payroll and coordinated work schedules

### *Education and training*

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- 2007–present Eastley Training Centre  
 NVQ level 3  
 Clerical Skills Course concentrating on administration and supervision. This advanced course updates and expands my current office management skills, and also covers Information Technology.
- 1987–1988 Oldbarrow College of Further Education  
 College Secretarial Diploma
- 1982–1987 Impney Court School  
 GCSEs: seven, including Maths and English  
 A levels: French, English, Economics

### *Personal details*

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- Date of birth: 12 December 1969
- Health: Non-smoker
- Driving: Full, clean UK licence
- Interests: I work as a dresser for charity fashion shows on a freelance basis at evenings and weekends. This involves being able to keep to a tight timetable, work quickly and accurately, and remain cool, calm and collected under extreme pressure.
- References: Available on request

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