

Tips on Re-entering the Workforce

*Congratulations on taking your first step towards rejoining the workforce!
Here's some useful information to help you get started.*

We'll be adding more articles to our resource page periodically. If there are specific topics that you'd like to see covered, send an email to hello@millieworks.com.

Tip #1

Freelancing is a good way to get back into the workforce. There are freelance opportunities in virtually every field, ranging from project management, bookkeeping, to sales and marketing. If your end goal is a full-time job, picking up freelancing opportunities along the way can help “spruce up” your resume, refresh skill sets, and gain new contacts in the industry. Who knows, perhaps you may even turn a freelance project into a new job! Freelancing can be particularly attractive and rewarding to professionals who value flexibility and work-life balance, especially moms with young children.

*PS: **Sign up to join Millie's talent marketplace!** We're building a better way to connect female freelancers to available job opportunities in the market.*

Tip #2

Update your resume in preparation for job applications. Depending on the length of your time away, you might consider proactively addressing the gap in your resume. Keep it short and simple. A line or two will suffice, e.g. “*Took time off to care for [family member] who has now made a full recovery,*” or “*I spent two years a full-time mom, and am eager and ready to return to work.*”

If your career break was only for a few months, you can always format your resume to list professional experience in terms of years at a position, rather than months. For example, if you held a position at Company A from January 2015 to October 2016, and then took a brief career break until landing a new position at Company B in May 2017, you could present your experience as:

- [Position Title], Company A, 2015-2016
- [Position Title], Company B, 2017-present

Tip #3

Highlight any skills that you developed over the course of your career break. This may include soft skills such as time management, budgeting, and negotiation. If you've done volunteering work, enrolled in online courses or academic classes, or worked towards any professional certifications during this time, be sure to list those accomplishments as well.

Tip #4

Prepare for the interview. Be ready to address any questions the interviewer may have about the gap in your resume. As mentioned above, come prepared with a brief answer to address your career break. Rather than dwell on your time away from the workforce, focus on the relevant skills and accomplishments that you have to offer. Demonstrate enthusiasm for the role. Research the company beforehand and come prepared with your own list of questions for the interviewer. (Remember that the job interview process is a two-way street!)

Tip #5

Know your priorities and job search accordingly. Perhaps you desire a role that provides flexible working arrangements, or a workplace that offers employee resource groups for parents or caregivers. Many progressive companies take pride in these perks and initiatives, and feature them prominently on their career or benefits pages. These can be helpful filtering mechanisms as you search for a good culture fit at your next job.
