

Career Re-Entry: Presenting Your Experience with Confidence



Purpose

This module helps individuals with employment gaps present their experience clearly, confidently, and professionally while reducing bias and improving job readiness.

Core Lessons

- Understand how employers scan resumes
- Shift focus from time to skills
- Frame gaps neutrally and briefly
- Control your professional narrative without oversharing
- Highlight informal and unpaid work
- Prepare confident interview explanations

One-Page Worksheet: Resume Gap Strategy

Step 1: Skills Inventory

List 5 skills you use regularly (paid or unpaid):

1. _____
2. _____
3. _____
4. _____
5. _____

Step 2: Gap Framing

How will you describe your gap in one neutral phrase?

Step 3: Interview Practice

Draft a 2-sentence explanation for interviews:

Resume Example

BEFORE

Retail Associate | 2019–2020

AFTER

SKILLS SUMMARY

- Customer service and conflict resolution

• Worked in store Employment Gap 2020–2022 Warehouse Assistant 2022	• Cash handling and inventory support • Time management and reliability RELEVANT EXPERIENCE Customer Service & Operations Roles 2019–2022 • Assisted 50+ customers daily in fast-paced environments • Managed cash transactions and inventory ADDITIONAL EXPERIENCE Caregiving & Personal Support 2020–2022 • Coordinated schedules, transportation, and daily responsibilities
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