



ADDventures

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"It doesn't have to be on Valentine's Day. It doesn't have to be by the time you turn eighteen or thirty-three or fifty-nine. It doesn't have to conform to whatever is usual. It doesn't have to be kismet at once or rhapsody by the third date. It just has to be...In place...In Spirit...It just has to be." ~David Leviathan

To Ease the Transition, There Are Three Job Search Activities That Can Help Optimize Your Re-Employment Results

1. Prepare a resume based on transferable skills
2. Reconnect with your network
3. Gain confidence by increasing your interview skills

How can you account for gaps in employment? The answer is to recognize the transferable skills you used during the time you were not employed. Skills gained off the job can still be translated into corporate assets that any potential employer would value, event planning, problem solving, conflict resolution, and negotiation skills to name a few. View that period of your career as transitional time rather than time off and evaluate your skills with an objective eye.

Most people spend a certain amount of time and energy working with others in a volunteer capacity during their time away from the workplace. For instance, serving on PTA or other youth group or church boards, neighborhood associations or community sports functions. Assess your accomplishments off the job the same way you would on the job. You may be surprised how much you have achieved.

If you have been out of the loop with your old professional network, it is time to reconnect. Start by calling or emailing old colleagues to let them know that you are preparing to return to work. This is no time to be shy. Ask their advice about who to contact within their company that might be interested in your skills and experiences. If you have never had a professional network, then it is time to build one. Seek out one of the many associations for professionals in your area. There is no better place to meet new contacts who can help you in your job search than professional networking events.

Interview preparation that includes building a list of accomplishments is one of the best ways to restore confidence. A common problem among returning job seekers is loss of confidence in their perceived value to potential employers. Lack of confidence is impossible to hide in an interview. Accomplishment statements are valuable interview material, helping you prove your ability to meet prospective employers' challenges.

Re-entering the workforce after several years does not need to cause desperation that leads to less than satisfactory employment. With thoughtful strategy, anyone can turn the next phase of their career into the best professional years of their life.