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## Ask the Career Coach

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Career Coach



### *How do I best explain gaps in my work history?*

*-Lindsey*

When preparing your resume it's important to note any gaps in employment and be prepared to account for them at the request of a potential employer. Some of the most common reasons for employment gaps are family responsibilities and lengthy job searches after being laid off, downsized, etc. One way to enhance your resume during these periods is to tap into any volunteer work or activities in which you may have utilized valuable skills. For instance if you assist in event planning or fundraising activities for a church or other organization, organizing activities for children or the elderly, coaching or assisting friends or relatives with computer-related projects. This is valuable experience and by taking a look at the specific duties you perform within these activities you may identify some applicable material to include on your resume that will not only highlight relative skills but will also serve to minimize gaps.