



FLEXJOBS SAMPLES: CAREER BREAKS AND EMPLOYMENT GAPS ON RESUMES



Created by the [FlexJobs Career Coaching Team](#): Personalized Support, Resume Reviews, and More!

EXPERIENCE

CAREER BREAK

07/2013 – 09/2021

- One of multiple people laid off due to a change in company strategy.
- Consistently received outstanding performance reviews from leadership and peers; parted on good terms.

WORK EXPERIENCE

PLANNED CAREER BREAK

09/2015 – Present

- An intentional pause to focus on full-time caregiving; Excited and energized to return to work.

PROFESSIONAL EXPERIENCE

PLANNED CAREER BREAK | REMOTE

08/2018 - Present

Virtual Office, Georgia

- Full-time caregiver and household manager while maintaining connections to the accounting industry.
- Proactively pursuing certifications in QuickBooks 2020 and Microsoft Office via remote study.

PROFESSIONAL EXPERIENCE

ACTIVE CAREER BREAK | REMOTE

03/2020 - 02/2021

Virtual Office, Georgia

- Part of a reduction in force due to global pandemic; proactively pursued certifications within an online format in QuickBooks 2019 and Microsoft Office.

EXPERIENCE

Career Break

05/2020 – Present

- Intentional pause for full-time caregiving during the global pandemic; Excited and energized to return to work.
- Engaged in professional skill-building to increase knowledge of remote communication and project management programs like Zoom, Google Workspace, and Jira.

EXPERIENCE

PLANNED CAREER BREAK | REMOTE | 12/2020 - PRESENT

- Intentional pause to coordinate and manage cross-country relocation and acclimation to new city and surroundings. Energized and excited to re-enter the workforce.

Professional Experience

Professionally Active Career Break

12/2016 – 07/2019

Spain and Germany

- Relocated to Europe to gain international travel experience while performing freelance work.
- Utilized a variety of knowledge and skills from 2015 to 2018 as a freelance business strategist for a variety of start-ups based in Spain and Germany.
 - o Successfully recruited remote and in-office personnel based on the company's needs.
 - o Created, implemented, and continuously improved business strategy, resulting in multiple start-ups growing exponentially in their first years of operation.