



EXPLAINING EMPLOYMENT GAPS

BE HONEST. BE POSITIVE. FOCUS ON YOUR FUTURE.

Employment gaps are more common than you think.
What matters most is how you explain them and
what you've done since. ❤️

IN THIS GUIDE

- ✓ Why employment gaps happen
- ✓ How to explain them confidently
- ✓ What to include on your CV
- ✓ What to say in interviews
- ✓ Tips to stay positive and focused

WHY DO EMPLOYMENT GAPS HAPPEN?

There are many reasons people
take time away from work.
Some common reasons include:

- ❤️ Looking after family or dependants
- ⛑️ Health issues or recovery
- 🎓 Education or training
- ✈️ Travel or personal development
- 🔍 Redundancy or job loss
- 🔄 Career change or taking time to
rethink your next steps

HOW TO EXPLAIN GAPS CONFIDENTLY



BE HONEST AND SIMPLE

You don't need to give every detail.
A short, honest explanation is enough.



FOCUS ON THE POSITIVE

Talk about what you did during that time
and what you learned.



SHOW WHAT YOU GAINED

Highlight any skills, experience, volunteering,
courses or achievements.



LINK IT TO YOUR GOALS

Explain how the time helped you grow and
why you're excited about this opportunity.



KEEP IT CONFIDENT

Employers respect honesty and a positive
attitude about moving forward.

WHAT TO INCLUDE ON YOUR CV

- ✓ Be clear and consistent
- ✓ Use month and year dates
- ✓ Keep explanations brief
- ✓ Focus on your experience
and skills, not the gap
- ✓ If the gap was short, you
don't need to explain it
- ✓ If the gap was longer, use a
positive statement (see examples
in this guide)



Example on CV:

*"Career break to focus on personal
development and family commitments."*

WHAT TO SAY IN INTERVIEWS



Use a short, honest
and positive answer.
Then move the
conversation forward.

EXAMPLE ANSWERS YOU CAN ADAPT:

"I took time out to look after
my children. During that time,
I developed strong organisation,
time management and problem-
solving skills."

"I had a period of ill health,
but I'm now fully focused,
well and ready to bring my
skills and experience back
into the workplace."

"I used the time to reflect
on my career goals, build
new skills and prepare for
my next opportunity."

"I was made redundant,
so I used the time to
upskill and explore new
opportunities."



WHAT EMPLOYERS REALLY WANT TO SEE

- ✓ That you're honest and reliable
- ✓ That you've kept yourself busy and productive
- ✓ That you're motivated and ready to contribute
- ✓ That you've learned and grown
- ✓ That you're the right person for the role



TIPS TO STAY POSITIVE AND MOVING FORWARD

- ✓ Celebrate the skills and strengths you've gained
- ✓ Keep learning and developing
- ✓ Stay active in your job search
- ✓ Build your confidence every day
- ✓ Remember: your past does not define your future



Your journey is unique. Your experience is valuable.
The right opportunity is out there for you.
Keep believing in yourself. ❤️



REMEMBER



- ✓ Everyone's journey looks different.
- ✓ Focus on what makes you strong.
- ✓ Your next chapter can be your best one yet.
- ✓ You've got this!