[Your Name]

[City, State] | [Phone] | [Email] | [LinkedIn URL, optional]

SUMMARY

[Your field] professional returning to work after a career break. [Number] years of [what you did, with scale] at [kind of employer]. Recently [the most current evidence: a course, certificate, freelance or volunteer work in the last six months].

EXPERIENCE

Career break: [caregiving, relocation, health, study or travel]
[Month Year] to Present

- [Anything relevant you did during it, for example completed a certificate or kept the books for a local organization. Leave this out if there was nothing.]

[Job title], [Employer]
[City, State] | [Month Year] to [Month Year]

- [Your strongest result in this role, with a number].
- [A second result: volume, scale, people or money].
- [A third result].

[Job title], [Employer]
[City, State] | [Month Year] to [Month Year]

- [A result with a number].
- [A second result].

RECENT TRAINING

[Certificate, course or refresher], [Provider], [Month Year]

EDUCATION

[Degree], [School], [City, State]

SKILLS

[The current tools and versions you can use now, for example QuickBooks Online, Microsoft 365, Google Workspace]