

Returning To Work

success when returning to work

CVAC is a specialist independent CV and career advice site, we work only with accounting staff who are looking for specialists to assist them with their CV, job search or career advice.

Whether you have taken time out from working to raise a child, to travel, career break, to recover from injury or illness, or to care for a relative, this guide will help you to make the transition back to work. It may feel daunting, but remember that there is a job out there for you – and CVAC is here to help you find it.

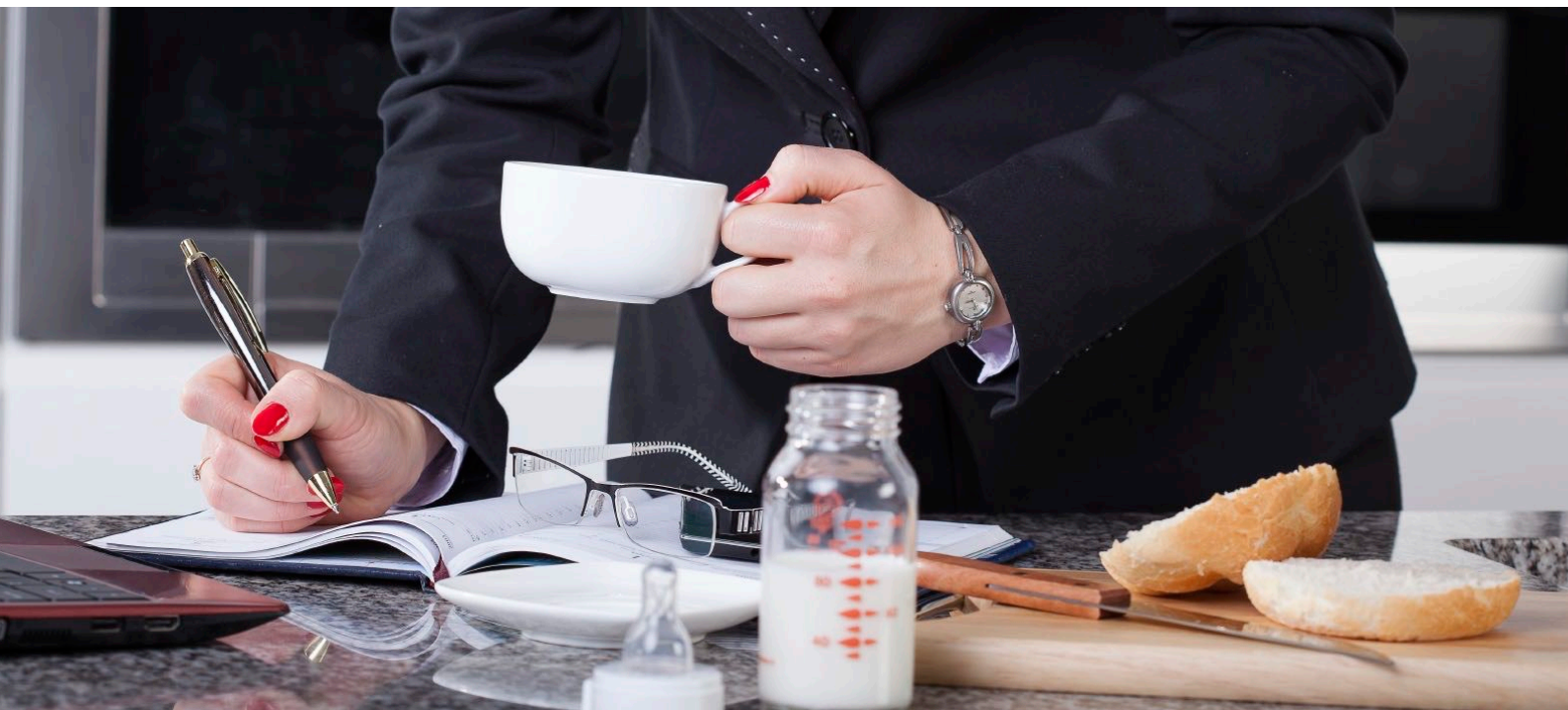
Skills

Companies are evolving rapidly and employees are expected to develop with them. So make sure that your skills – especially IT (including spreadsheet, database, word processing and email) – are up to date.

Register for a course with your local college or an online provider. If you are a member of a professional or accounting body, check its website for details of courses it offers or recommends; or call to discuss your needs.

If you are part-qualified, consider resuming your studies.

Updating your CV with the course(s) you have undertaken will demonstrate your commitment to learning and developing.



Networking

If you have cancelled or let lapse your membership of a professional or accounting body, renew or update your membership and register on the careers section of its website. Remember to set alerts so that you receive regular updates.

Register with LinkedIn or update your profile (see our LinkedIn guide to ensuring that your profile can be found by recruitment consultants, in-house recruiters and other HR professionals).

Join online groups that are linked to your industry or accounting body in order to build up a network that could be useful in your job search. Regular dialogue with previous colleagues could also help.

CV

When you have decided to look for another job, take your time and plan your strategy. The first thing to do is check that your CV is up to date and is an accurate reflection of your work history. To help you find the job you deserve, contact CVAC to make sure that you have the best possible CV.

It's OK if you are not ambitious, career-oriented or seeking promotion. Not all organisations are looking for candidates seeking career development opportunities.

Take your time and be patient – it can take several weeks to find the right job. CVAC can help by offering advice and guidance on how to look for work, how to apply, and how to get that all-important interview.

Finally

Be honest about your absence from work. Whatever the reason, emphasise the benefits of hiring you; eg, what you have learned, how you have developed (including courses attended) and what you have to offer your next employer.



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