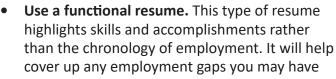# How to Describe Gaps in Employment

A gap in employment is a period of months or years in which one was not employed. An employment gap is caused by situations such as the inability to find work or going back to school. It will appear on your resume when you list your job experience. Employment gaps are red flags for employers. If they see one on your resume, they will most likely ask about it during your interview.

Here are some tips on how to minimize the impact of your employment gap:

- **Use a functional resume.** This type of resume highlights skills and accomplishments rather than the chronology of employment. It will help cover up any employment gaps you may have

- **Get creative when you format your resume.** When typing the dates of your past employment, use a smaller font for the dates and do not bold them. Include a summary section or an "other achievements" sections to show what you were doing during your employment gap and draw attention away from your employment dates.

- **Omit a past job on your resume.** You do not have to include your entire employment history on your resume. If there is a large gap between an old job and more recent work experiences, do not include the old job.

- **Explain in the cover letter.** Doing so will prevent you from being screened out before you receive an interview. Be honest. The employer will probably want you to explain further in an interview.

- **Highlight the positive.** When explaining your employment gap during an interview, make sure you explain all the positive things you did during that gap. For example, if it applies to you, tell the employer that you received your GED or learned a new skill while you weren't working.

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