Resume format for returning to work after a career break

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DEEPA KULKARNI
[City] | [Phone] | [Email]

SUMMARY
HR executive with six years of experience in recruitment and onboarding, returning to work after a three-year career break for family caregiving. I have used the time to update my skills and am looking for a full-time role in talent acquisition or HR operations.

REFRESHED SKILLS
Applicant tracking and HR tools: updated through hands-on practice and a course in 2026
Spreadsheet reporting: wrote a hiring tracker with dashboard views
Interviewing and onboarding process design

ACTIVITY DURING THE BREAK (2023 - 2026)
Career break for family caregiving, 2023 - 2025
Volunteer HR support for a local non-profit, 2025 - present: screened volunteers and organised an orientation day for 30 people
Courses: people analytics basics and HR documentation and records practice (2026)
Freelance: prepared job descriptions and screening questions for two small businesses

EXPERIENCE BEFORE THE BREAK
HR Executive, Amberly Foods Pvt Ltd (fictional) | 2019 - 2023
- Handled hiring for sales and plant roles; closed about 60 positions in the last two years.
- Redesigned the first-week onboarding plan and reduced early drop-outs.
- Maintained records and the induction handbook.
HR Assistant, Saltmarsh Services (fictional) | 2017 - 2019

EDUCATION
MBA (HR), Kingsbridge Business School, 2017
B.A., Rosewood College, 2015