



Career Relaunch Roadmap

**A STEP-BY-STEP GUIDE TO TRANSITIONING
BACK INTO THE WORKFORCE**

Do you want to return to the workplace, but have no idea how to begin?

Are you afraid you don't have the skills for a fulfilling and rewarding career?

Is that imposter syndrome chipping at you and whispering in your ear?



**Restart Strong.
Reclaim Your Future.**

Congratulations!

You have taken the first step!

Taking a career break to focus on family or other priorities is a significant life decision. Now, as you consider re-entering the workforce, you're embarking on an exciting new chapter.

This checklist is designed to guide you through a structured process, helping you confidently navigate your career relaunch and achieve your professional goals.


STEP 1 SELF-REFLECTION & GOAL SETTING

- Assess career interests, values, and strengths.
- Identify transferable skills from past work experience and life responsibilities.
- Define career goals and preferred job roles.

 **ACTION** Complete a career strengths assessment.


STEP 2 SKILL REFRESH & LEARNING

- Get up to speed on what's happening in your chosen industry.
- Identify skill gaps that you need to fill.
- Attend workshops or networking events to reconnect with professionals.

 **ACTION** Research industry trends and enroll in a relevant training program.

STEP 3 NETWORKING & OUTREACH


- Reconnect with past colleagues, mentors, and friends so that you position them to optimally help you in your job search.
- Join professional networking groups (LinkedIn, local meetups).
- Attend industry events, webinars, or virtual conferences.

 **ACTION** Reach out to contacts with personalized messages to explore job opportunities.



STEP 4 DOSSIER CREATION

- Update resume with a professional, modern format.
- Create or revise LinkedIn profile that attracts recruiters to your profile to give you a call.
- Highlight relevant experiences, volunteer work, or personal projects.

 **ACTION** Mine LinkedIn to increase your connections and opportunities for informational interviews.

STEP 5 JOB SEARCH STRATEGY

- Identify job postings and quickly tailor your dossier so you stand out from the pack.
- Reach out to 3rd party agency recruiters to learn about jobs that are never posted.
- Leverage your network so people put in a good word for you for open jobs.
- Research target companies and roles.

 **ACTION** Apply to 3–5 jobs weekly with customized resumes and cover letters.


STEP 6 INTERVIEW PREPARATION

- Uncover what the organization may ask in an interview process.
- Craft answers to the most common interview questions.
- Develop a story with clear answers for gaps in your experience.
- Focus on confidence-building and storytelling techniques.

 **ACTION** Participate in mock interviews to gain comfort and refine responses.

STEP 7 WORK-LIFE BALANCE & TRANSITION PREPARATION

- Plan time management strategies for balancing family and career.
- Set realistic expectations for the job transition.
- Seek emotional and professional support through communities and mentorship.

 **ACTION** Join a career relaunch group or accountability team for ongoing guidance.

DON'T WANT TO DO THIS ALONE?
You Don't Have To!





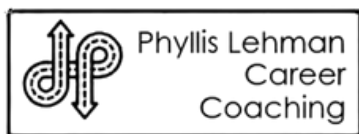
I can help you navigate through each and every one of these steps

A coach keeps you accountable and helps you make sure you haven't missed anything.

This roadmap can serve as a valuable resource to empower you in your career comeback!

Job seekers who work with a career coach are 2.67 times more likely to land a job than those who search alone, according to the Harvard Business Review

Feel like you have more of a story to tell? Find a day and time for us to have a longer conversation - Schedule an Appointment



Phyllis Lehman

Contact me with any questions and I'll be happy to help!

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