

Returning to work? Get back faster with a SEEK Profile

Making your move back into the workforce after time away is bewildering. It's not uncommon for people. Perhaps you feel like job titles have changed, or that there are new skills and software you might not know, salary guidelines, or even that sneaking suspicion all the jobs are for people with more experience.

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SEEK can direct you to more than just jobs - a [SEEK Profile](#) gives you all the information you need to feel confident in what you do and what you want for your career, before you've even looked at job ads.

It takes only minutes to set up your profile, but it can have a huge impact on your return to work. You can get information on salaries, advice for your career, tips on [interviews](#) and [resumes](#) and all the industry news you can use to dazzle recruiters.

- **Use your SEEK Profile to set out your career plans.** What kind of job are you looking for, are you after part-time or full-time work, and what are your salary expectations? Define what you want for yourself by completing the *About your next role* section of your SEEK Profile. If you're an Administration and Office Support expert specialising in Client and Sales Administration, but you need to work part-time in Melbourne, then say so! Completing this section of your profile helps you articulate your career needs so employers can contact you with work that meets your goals.

- **Your SEEK Profile needs a great resume.** Ensuring an up-to-date [resume](#) is attached to your profile is a major part of attracting the right employers for that next job. It needs to be succinct, reflect only relevant experience, and call out the [companies you've worked for](#). And the benefits of adding a resume are two-fold – the strongest parts of or resume can be added to the [Career history](#) section of your SEEK Profile. If it's relevant to where you're headed, note down what you've achieved, and how you've learned and helped companies with your work.
- **Skills and Education are key in your SEEK Profile.** Time away from work is also time that can be used to reflect on your [Skills and Education](#). What are the ones that matter most to you? And which are likely to be important to employers? Think about this list, and don't limit yourself to the practical – think about all the [soft](#) and [transferable skills](#) you employ every day too. For example, if your emotional intelligence has led you to succeed professionally and personally, include this as a key skill in the section. Consider globally recognised terms, like “organisation” “time management” and “Microsoft Office”, as opposed to something obscure and unsearchable, like “extraordinary technological program aptitude.”

When you set up a [SEEK Profile](#), it's your first step back into the game with someone who knows the score.

So get in the game now. It's time.