**Age-Proofing Your Job Search**

**Age-Proofing Your Resume:**

* **Font** – Use an “*up to date font”* for your resume (avoid Times Roman, it was the standard years ago but it is now dated, try Arial, Georgia, Calibri,)
* Don’t reveal **your age or information that will age you.**
* Don’t include your **SIN, DOB or any other person information** on your resume
* Leave out **earlier employment**, generally go back 15 years on your resume….there are some exceptions
* Leave out **dates of training certificates if they will date you**. Circumstances may merit putting dates in if they are recent. But you need to be consistent.
* Leave out dates on Grade 12…. If Grade 12 is a requirement for the job list your high school but no date. You may want to leave out high school if you have post-secondary certificate.
* Do not make it easy for the employer to Screen You Out: Your resume could be screened out if
* You do not make it clear that you have the skills required for the job
* Your application/resume does not look business-like (for example your resume is hand written, badly photocopied, tattered or contains spelling or grammatical errors)
* You provide personal information that is not related to your ability to fulfil job requirements (for example early employment experience, dates of training certificates)

Note: These materials have been developed and adapted from a range of sources for the purpose of the Bruce County Job Search Club.

**Interview or Cold Calls**

**Make it obvious that you don’t fit the negative stereotype of a mature worker**

* Upgrade your skills, computers, social networking tools
* Stay healthy and fit. First impressions are important so be sure to look energetic and confident
* Look “*up to date*” , in your appearance, grooming, the way you hold yourself.
* In an interview don’t mention how old you are or if you are receiving a pension, don’t mention grand children
* **Do provide** information on both **Soft (transferable) Skills,** as well as **Hard (technical, certificates, training) Skills**.

Demonstrate the top 3 employment skills and qualities\* that employers are looking for;

* Willingness to learn
* Willingness to stay at the company
* Customer Service
* **Do Address Potential Concerns Indirectly:**
* Provide evidence that you are a productive worker. Talk to your performance record and any recognition you have received i.e. sales awards, customer/client letters of appreciation, Employee of the Week
* If the job is physically demanding, talk about things you have done recently that required as much or more physical stamina and strength. Or talk about how you have learned to work smarter.
* Tell employers how this job fits into your career plans. If true, let them know that you will stay with the job at least as long as most other employees.
* Talk about your interests and what you may have learned recently. Let employers know that you are willing and able to learn new skills.
* Talk about your commitment or good attendance record. Your references should be people who can support your statements.
* If your supervisor might be someone who is much younger than you, talk about situations where you have worked successfully with younger people.

Source: Government of Alberta, Human Services; A Guide for Midlife Career Moves