Your Career @ 50+ A GUIDE TO THE JOB SEARCH TOOLKIT

FULL GUIDE AVAILABLE FREE AT FIRSTFIND.ORG



Where to now?

Create skill and experience inventories to identify target jobs. Use a mind map format, lists, and the resources described in Chapter 1. Looking for more? You may want to invest in the Clifton Strengths Assessment; gallupstrengthcenter.com Chapter 2



(O) While pictures of grandchildren, cats and dogs are nice, focus on posting news and articles about the industry/type of job you are targeting so this is the top information employers see. Chapter 2





Write down your work history

Use the Personnel Data form to pull together names, addresses, and telephone numbers of places where you worked and volunteered.

Chapter 9



Write it down

Use a structure to

keep track of your

search. Finding a job is a job.

Establish a job search routine to

Chapter 1

reach your goal.

You need a resume

Get help from another adult to write your resume. Skip the objective; include no more than 10 or 15 years of experience. This is a document you must be able to talk about. Your library, an Employment Center, and AARP Job Search Resources can help. Chapter 5



Check your email

Have a work-friendly email address. AOL email labels you as older and proudgrandpa@yahoo.com is not recommended. Write down the email address and password, and learn how to use them on a computer, not just a cell phone. Find help using email and computers at your library. You are never too old to build computer skills. Chapters 2 & 5



Tell people your story

Success!

The #1-way people get jobs is through referrals. Tell everyone you know about your plans. When you meet new people, tell them too. Write down names and contact information to follow up. Create a LinkedIn profile and use the platform to apply for jobs. Chapter 6



Apply for jobs online

Online applications take as long as an hour. The Personal Data Form makes it easier. Read everything and answer all questions. Don't check every box 'yes' for additional information about jobs, education or training. Check yes and you get tons of emails you don't need. Keep track of applications including log-ins and passwords. Chapter 8



Customize cover letters

Generic cover letters won't get noticed. Customized cover letters that include specifics and keywords will. Chapter 5



Volunteer work gives you experience to add to a resume or application, networking opportunities, and references from people who see the quality of your work. You never know, volunteering can turn into a paid job. Chapter 3



Describe your talent. Take your time answering questions. Have responses for gaps in your work history. Get names and contact information from interviewers, send a thank you note. You may be nervous, but you won't be unprepared. Chapter 11



Be prepared for every step in the process including using email and text to schedule interviews and participating in telephone and video interviews. For both in-person interviews and virtual, dress to impress, but don't overdress. Find out what the organization's dress code is. Chapter 10

