



Career Development

Advice for mature age job seekers

As a mature age worker looking for a new role, you will know that there are certain challenges to face! The employee/employer balance has completely shifted, as has the entire demographic of the workforce. Consider the tips below if you are in the job market again, for whatever reason, as there are some key ways to maximise the chances of job search success.

Refresh your resume

Over the last 5 years, the job application process has moved almost entirely online. This has had a huge effect on the recruitment industry and processes yet one key factor has remained unchanged over time. The need to submit a tailored, compelling resume. Follow these practical tips to ensure the impression you create is of a modern, current and vital professional.

- Avoid specifying personal details such as your marital status or date of birth. Your name, address, phone number and email are sufficient;
- Limit your employment history to the last 10 - 15 years, focusing on the skills and experience most relevant to the role;
- If your university degree and relevant professional development courses were not completed within the last 10 years, avoid specifying dates; and
- Address any periods away from the workforce in your cover letter or at the interview, highlighting the skills you gained during that time.

Think outside the square

If finding a suitable role is taking longer than anticipated, try expanding the scope of your job search. Could you transfer your skills to a new or related industry? Would you be willing to look for roles in a different location? If these options don't suit your situation, consider these ways to keep your skills up to date and take the pressure off while you search for your ideal type of work:



- Part time, casual, or temporary employment
- Offering your services as a coach, mentor or tutor
- Contracting or consulting in your area of expertise
- Volunteer work
- Becoming a board or community representative

Keep your skills and knowledge current

To maximise your appeal to potential employers, you need to convey an awareness of recent industry developments, a commitment to continual learning and an aptitude for using the latest technology. Here are some ways you can position yourself as a skilled, savvy and well informed professional:

- Build your technology/computer skills with a short course;
- Boost your experience with common business technology;
- Read industry publications to stay up-to-date with the latest trends;
- Join a professional association and attend industry events; and
- Upgrade an existing qualification, or invest in professional development to fill key skill gaps

Use your network

Many interviews for senior level positions are generated by personal recommendations; making networking even more important for mature age job seekers.

Let everyone know you are looking for a job, including former colleagues, alumni, family and friends. As well as sourcing potential job leads, you can also gain advice on prospective companies and positions on offer. You might also consider creating a profile on LinkedIn (www.linkedin.com.au), which has the dual benefit of building your network and demonstrating an aptitude for technology.

Maintain a positive outlook

In a competitive job market, finding the right role can take months. Feelings of frustration are natural. Try to remain patient and focus on the key strengths and experience you offer prospective employers. Project yourself as an energetic, motivated and upbeat professional who embraces change and is open to new challenges.

For more information on resume writing, networking or career growth and development please contact one of our friendly, dedicated consultants today or check our website for the date of our next free workshop!