**9 TOP TIPS FOR MATURE AGED JOB SEEKERS**

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1. On your resume –
* Keep your age from being too obvious and never include your Date of Birth
* Don’t include old qualifications
* Don’t include high school information
* Explain gaps in the resume
* Keep work experience to the last 10 years unless there is a skill that should be highlighted with a particular employer and include only then

2. Complete a LinkedIn profile, create a network and be active in groups and by liking, sharing and commenting

3. Use your network of colleagues and acquaintances to assist with your job hunting

4. Start a list of your achievements - these can be used for applications and interviews

5. Keep a portfolio of work that you have done (e.g. examples of writing, illustrations or other work you may have created)

6. Make sure your IT skills are up to date if you are looking for work in a corporate environment. Refresh your skills if necessary or learn something new

7. Keep up to date with your profession – read a lot and join relevant professional groups

8. Practise your interviewing skills with someone who knows about recruitment and the way interviews are conducted

9. Dress for success and present a professional profile – in your LinkedIn profile and when attending interviews

**Want more advice or further tips? Want me to help with your resume?**

**Call me on 0412 174675 to arrange a time to chat more!**