



Keeping it current

By ANNETTE RICHMOND

ONE of the biggest concerns for job seekers over a certain age is age discrimination. While some employers do discriminate, it's often because they fear that candidates over 50 won't be up-to-date with their skills or familiar with not-so-new things like social media.

While there is no anti-aging cream for your resume, there are steps you can take so your resume doesn't make you look old. Here are three.

College days

Drop those dates from your days in college. That includes dates of attendance and the

year you graduated – why draw attention to which century you attended school. And make sure your education is listed at the bottom of your resume.

There's no need to advertise that you graduated 15+ years ago. Note: this doesn't apply if you've just completed your MBA.

Old-fashioned e-mail

Nothing screams old more than a @aol e-mail address. Yes, "back in the day" it showed you were an early adopter, but those days are long gone ... it's really time to move on along.

Keep your old e-mail address for friends or family who already know your age. Opt for a @gmail account for your job search and choose an address that's business appropriate. Either your name or a variation of your name works best. Note: if you are conducting a confidential job search, choose an e-mail address that is nondescript, or one that will not be easily identified with you.

Be on LinkedIn

No, this article is not about LinkedIn, but you know you need to be there. So, make sure your profile link is on your resume as well. First, this lets recruiters and employers know that you are familiar with current job-search techniques. Second, it makes it easier for them to find your profile, which is particularly important if you have a fairly common name like mine. Just be sure that when the reader gets there you have something beyond job titles and the standard headline. Note: your current job title is LinkedIn's default headline, so come up with something more creative than that.

While some employers do discriminate based on age, many appreciate the skills and knowledge of seasoned employees. Just make sure that you are up-to-date with your skills and that your resume doesn't scream "I may be thinking about retirement." When you do get an interview, arrive with a positive attitude. That and a smile will go a long way. – www.carerealism.com

Resume

John D. Doe
123 Main Street
Anytown, NY 12345
Phone: 555-555-5555
Email: johndoe@domain.com

Objective: J-P-Hz 00000

QUALIFICATIONS

- Strong people skills
- 15 years of experience in the field
- Management potential
- Highly organized and efficient
- Team player
- Experience dealing with stressful and changing things
- Proficient in Computer systems

WORK EXPERIENCE & ACHIEVEMENTS

Computer Systems Analyst
Big Internet Corporation

2005 to 2010

Computer programmer
Tech-Age Firm

1992 to 2005

Customer Service Representative
Car Rental Agency

1985 to 1992

EDUCATION

MBA 1998

University of My State
• Focused on computer systems

BA 1984

USA Community College
• Focused on technology

