

# Network to Work Meeting

July 2023

## RESOURCE DOCUMENT – *RESUMES*

### 8 Tips for Mature Workers

#### 1. ATS Format

*Applicant Tracking Systems (ATS) are “bots” that prescreen resumes for employers. You need to get past them to get a human to see your resume.*

- Updated Version of Microsoft Word: Save in .docx or .pdf
- One Page



- No **Colors**/Pictures /or **FANCY FONT** (use a modern, clean font like Calibri, Cambria or Arial)

#### 2. EMPLOYMENT

- Past 10 years is now standard for resumes (no more than 15)
- IF you have experience that is relevant to the job, but is more than 10 years in the past, you could include it under a separate heading, titled **ADDITIONAL WORK HISTORY** and leave dates off.

**Think About:** What is your job history for the past ten years? What other, older jobs did you have that gave you experience in your current employment goal? (If any)

---

---

---

---

---

### 3. Focus on Growth

- Put the spotlight on your new training, skillset, and learnings! You’ve learned so much – show it off! Your new skills should move to the top.

**Think About:** What new skills are you learning at your host agency? What courses/offsite trainings have you taken during this program? What workshops have you attended?

#### SAMPLE RESUME SKILL BULLETS:

- Answered busy phones and recorded detailed messages
- Assisted in a variety of sanitation protocols and tasks
- Enthusiastically greeted and welcomed guests
- Answered questions from visitors on diverse topics
- Familiar with Microsoft Outlook and Word
- Assisted head chef in preparing produce orders
- Prioritized tasks to serve customers in reasonable timeframe
- Managed organization of front desk papers and files
- Maintained clean work environment
- Prepared light snacks and meals
- Set up and pack away indoor and outdoor activities and equipment at the center
- Collaborated with supervisor to plan activities for staff meetings
- Collaborated with supervisor to reorganize scheduling procedures and manual
- Learned about products to provide better customer service
- Attended XYZ workshop on Customer Relations
- Attended two day workshop on safety and sanitation protocols

### 4. Technology

- Put the spotlight on your MODERN technology skills!
- Remove references to dated technologies

**Activity for later:** Google “What technology does a “\_\_\_\_\_” use at work? Do you have these skills or should you look for training?

---

---

---

---

---

**5. EDUCATION & CERTIFICATIONS**

- Leave graduation and completion dates off. Just list the school, location and certificate or degree.

*EXAMPLES:*

**EDUCATION**

Egg Harbor Township High School  
Egg Harbor Twp., NJ  
High School Diploma

Finger Lakes Community College  
Canandaigua, NY  
Associates Degree in Healthcare Studies

**CERTIFICATIONS**

American Red Cross  
CPR/First Aid Certificate #xyz555

GCF Learn  
Google Suite Certificate

**6. Have a saved resume that you can tweak**

- Customize your resume submission with keywords from the job posting

**Activity for later:** Look at a job posting for a job that matches your employment goal

Keywords in Job Posting	Skills I have that match these keywords
•	•

Move these bullets to the top of your skills section on your resume when applying to that job!

## 7. Don't Age Yourself in Print!

- No more double spacing after a period
- Do not list out your full address (city/state only)
- Have a professional, modern email address: [jsmith-jones@gmail.com](mailto:jsmith-jones@gmail.com) (aol is dated)
- Use a mobile number instead of a land line and have a professional voicemail recording
- Don't say "References Available Upon Request"
- Replace "Objective" with "Summary"

## 8. SUMMARY

"A resume summary ... is a short description at the top of your resume that describes your experience, qualities and skills ... *How would you describe your professional qualifications in a few sentences?*" (indeed Career Guide)

Examples:

<b>Joe Smith-Jones</b> <b>Customer Service</b> Bilingual employee looking to provide stellar customer service to visitors and customers. Strong communication skills. Basic knowledge of both Google Suite and Microsoft Office.	<b>Alice Wilson</b> <b>Personal Care Aide</b> Certified PCA looking to care for clients in their residence. Known for both my compassion and organizational skills. Cleared for background checks.
<b>Suzy Sweet</b> <b>Front Desk Associate</b> Dynamic and organized professional looking to administer all aspects of a front desk. Supreme attention to detail and customer relations skill. Proficient in Microsoft Office.	<b>Sandy Shore</b> <b>Building Services</b> Skilled, dependable handyman looking to join building staff. Trained in sanitation protocols. Prioritizes safety, maintenance and function.

## ACTION ITEMS

1. Use these tips to draft your resume or to review and update your resume
2. Visit the Job Center for free resume building help
3. Be sure to give A4TD your updated resume for your job portfolio

---

Sources:

- "Age Proof Your Resume" [https://www.youtube.com/watch?v=b7Eiu3eu\\_hk](https://www.youtube.com/watch?v=b7Eiu3eu_hk)
- <https://www.aarp.org/work/job-search/age-proof-resume-tips/>
- <https://www.indeed.com/career-advice/resumes-cover-letters/writing-a-resume-summary-with-examples>
- <https://www.monster.com/career-advice/article/get-your-50-plus-resume-right>
- <https://resumegenius.com/blog/resume-help/resume-for-older-workers>
- <https://resumeworded.com/resume-for-older-workers-key-advice>