



WorkSource
MONTGOMERY

Connecting Employers & Job Seekers

RESUME' TIPS for 50+ JOB SEEKERS

What Killed this Resume?



OBJECTIVE

Provide job seekers with the information to successfully write a resume that meets current trends and leads to successful employment.



What Pitfalls are Associated with Resumes of 50+?

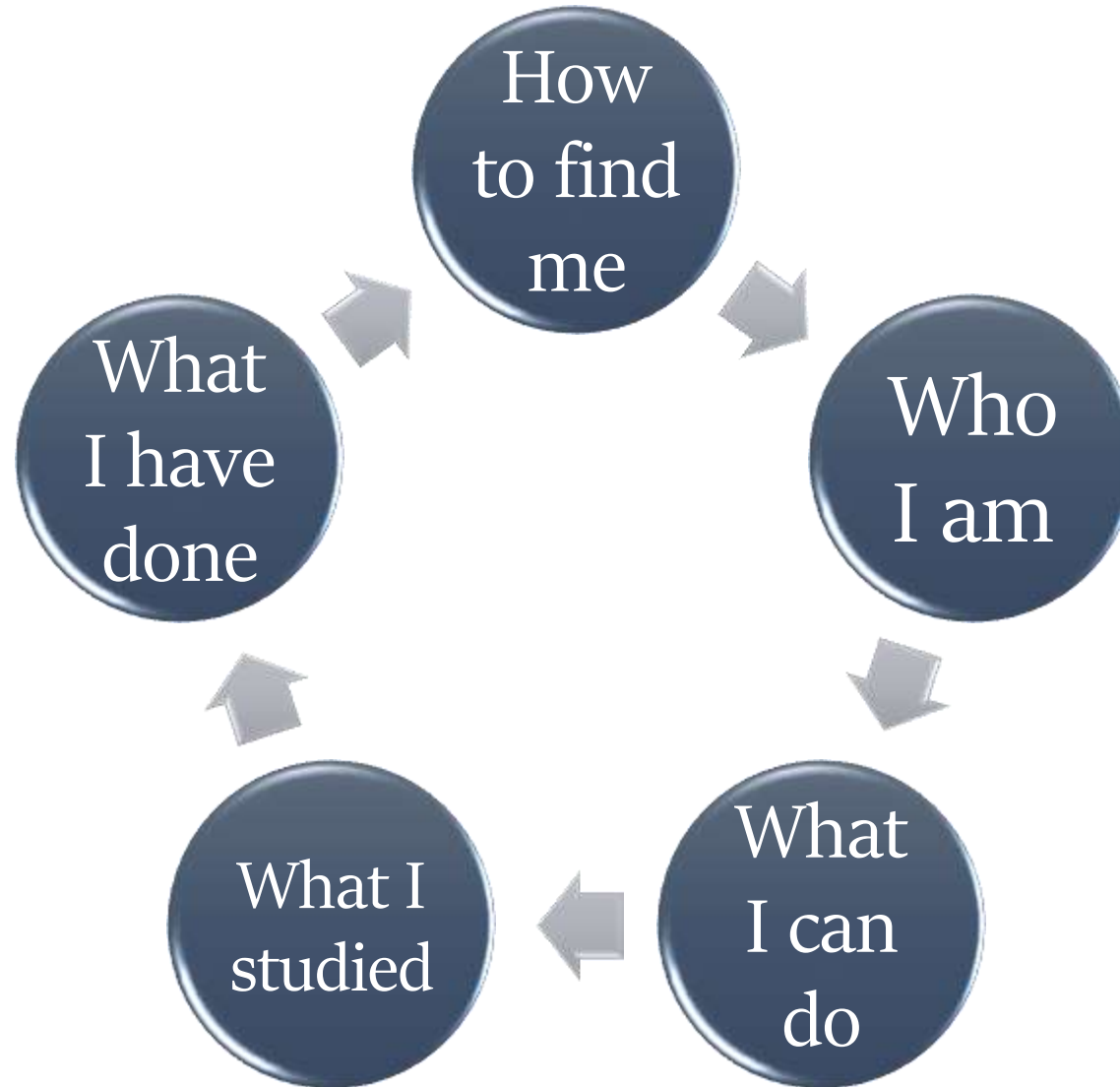
- Length – attempt to show all skills, achievements
- Summarize rather than sell
- ‘Throw the dart’ mentality – little to no correlation
- Lack of white space – instead, wordiness, typos, repetition
- Lack of up-to-date industry terminology
- Lack of social media presence
- Lack of impact action words, overuse of buzz words, use of dated references
- Less than ideal gap explanations, or lack thereof
- Lack of demonstrated lifelong learner mentality



Put Yourself in the MINDSET of the Employer



BUILDING A RESUME



HOW TO FIND ME

Name, phone number
email address, professional social media



your website or portfolio



No Need for Postal Address Anymore!



<https://cultivatedculture.com/resume-statistics/>



WHO I AM

Resume Guidelines

- Concise
- Tailored to the position
- Highlights strongest attributes or achievements
- A teaser



RESUME SUMMARY

[Title] with [x] years of experience in [x] and [x].

Digital marketing associate with three years of experience in online content management and running social media campaigns.



RESUME SUMMARY

[Title] with [x] years of experience in [x] and [x].

Property manager with 15 years of supervisory experience and Certified Property Manager credentials.

Account Executive with ten years of experience maximizing sales, surpassing quotas, and building loyal relationships with high-profile clients.



WHO I AM

Resume summary:

describes **qualifications** that show why we are a good fit to a position

Resume objective:

communicates **career goals**, such as the type of job or industry we want to work in



RESUME OBJECTIVE

[Title] with [x] experience/accomplishment seeking a position as [x] to [how you will add value].

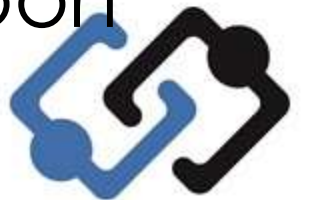
Marketing professional with a track record of increasing business revenue by over 30%. Seeking a position as a salesman to leverage my research and emotional intelligence skills to maximize customer satisfaction and revenue.



RESUME OBJECTIVE

[Title] with [x] experience/accomplishment seeking a position as [x] to [how you will add value].

Administrative assistant with 12 years of experience managing multiple simultaneous projects and preparing accurate reports under strict deadlines. Seeking to launch a career in human resources for the City of Silver Spring to work alongside a diverse team and support public services.



WHAT I CAN DO

Skills list

Tailored to the position

Highlights strongest hard and soft skills



HARD SKILLS

Technical knowledge
acquired through
training or experience

Writing Skills:

Copywriting, copyediting,
grant writing, storytelling,
presentations, writing
press releases

Marketing Skills:

Search engine
optimization (SEO),
Marketing Campaign
Management, Google
Analytics, MailChimp

Computer Skills:

Microsoft Office, Google
Workspace, Zoom, Slack,
Salesforce HTML,
JavaScript, Python,
machine learning, UX/UI
design, data analysis

Project Management Skills:

Strategic planning,
budgeting, risk
management, project
lifecycle management,
PM software (Trello and
Zoho)



SOFT SKILLS

How you work and interact with other people

Creativity

Collaboration

Emotional Intelligence

Adaptability



WHAT I STUDIED

Educational Institution, City, State

Degree(s), if applicable

No need to include year of graduation, GPA, academic awards and honors



WHAT I HAVE DONE

Company name

Location

Employment dates

Job Title

Responsibilities and Achievements



RESPONSIBILITIES AND ACHIEVEMENTS

Add quantifiable data to work experiences to help recruiters picture the **impact** you had in past workplaces



RESPONSIBILITIES AND ACHIEVEMENTS

Show the money/metrics

Have you increased revenue?

Or reduced costs?

Decreased employee turnover?

Increased productivity?



RESPONSIBILITIES AND ACHIEVEMENTS

Show the volume

How many clients do you service per hour/day? How many projects do you oversee? How many people do you supervise? How many “X” do you produce a day/week?



RESPONSIBILITIES AND ACHIEVEMENTS

Show the ratings

Rewarded as employee of the month?

Awarded as the best “X”?

Received good reviews on an online platform?



RESPONSIBILITIES AND ACHIEVEMENTS

Example

OK: Helped students to improve their standardized testing scores in order to raise their college application prospects.

Better: Developed and implemented an AP English curriculum that resulted in a 4.3 average on AP testing and a 92% success rate.



RESPONSIBILITIES AND ACHIEVEMENTS

Example

OK: Coordinated payroll, benefits and conflict resolution for a large staff while maintaining high company morale.

Better: Oversaw human resources staff of seven employees serving an office of 450 staff members, maintaining strong staff relationships to aid in retention and production.



RESPONSIBILITIES AND ACHIEVEMENTS

Example

OK: Created bonds with clients to develop lasting relationships, resulting in significant sales performances in every quarter.

Better: Developed strong bonds with clients resulting in long-lasting relationships and the title of #1 Sales Associate in the Northeast and #3 Sales Associate Nationwide.



WHAT TO LEAVE OUT?

Everything that does not show that you are the ideal candidate for the job to which you are applying!

Use apps such as Jobscan to compare content in your resume to that of the job ad.



HOW TO EXPLAIN EMPLOYMENT GAPS?

If you have volunteered, care for a loved one, experienced a health issue, taken time for research, taken on an independent project, assisted family, traveled, etc., there are skills gained – list just as you would for a paid stint

Use your cover letter and interview

Be honest

End on a positive note



Let's Sum It All Up



WHERE TO GO FROM HERE?

Analyze your resume (as if it was not yours!)

List what needs to change

Work on one change at a time

Use compassionate self-talk



QUESTIONS?

Connect with us on Social Media!



FACEBOOK

/WorkSourceMontgomery



TWITTER

@WorkSourceMD



INSTAGRAM

@WorkSourceMD



LINKEDIN

WorkSource Montgomery

WEBSITE

www.worksourcemontergy.com



END OF WORKSHOP

Thank you for attending
this workshop!

Visit us at

[www.worksourcemonthgomery.com!](http://www.worksourcemonthgomery.com)

