



Interview & Resume Tips: Tips for older workers

In a compromised economy it may be necessary for those who are retired to go back to work or at least seek part-time employment. Social Security and retirement income may not be enough for elders to survive on and they may need to go back to working full-time or on a part-time basis. Here I will discuss resume tips to assist older generations in finding employment that suits their needs.

Resume Tips:

1. Account for ALL employment. Generally older workers will have a resume full of experience and knowledge. Accounting for all employment throughout their career is important and shows their maturity and longevity as a potential employee. This will let future employers know how many years they put into a job as well as the kind of employment they have the most experience in.
2. Experience. If you have particular experience in a certain field you may want to highlight that on your resume. A skills related resume may work better in this case than a chronological resume. Consider using resume templates if you are not familiar with creating your own resume and have limited computer skills – this can save time and aggravation.
3. Objective. Be somewhat clear on your resume objective, but also open enough to take a job in a field you may have not considered. For example, you may interview for a personal **banker job** or teller and you may be offered clerical work at a bank. Be open to other positions within the company and be willing to be cross-trained in other areas of the company or organization.
4. Good references. If you are an experienced worker you probably have good and steady references to give in an interview or on applications. Older workers in some cases prove to be more dependable and more considerate when it comes to getting the job done.
5. Computer skills. If you have little to no experience with computers it is imperative that you take some basic computer classes or teach yourself the basics on your own. Knowing how to use word-processing programs and how to create spreadsheets is necessary in just about every field these days.

Interview Tips:

1. Dress. For interviews you will want to look at polished as possible. Everyone has a different style, but general business attire is always a must for a first interview.



2. Resume. Make plenty of copies of your resume for an interview. You may need more than one copy so plan to bring a few copies with you.

3. Follow up. Follow up your interview with an email or quick note to thank the employer for taking the time out of their busy schedule to meet with you.

Sometimes it is harder to find work when you are older, but do not give up. There are companies that seek older workers because of their maturity and dependability. They are often wise and can bring just as much knowledge and experience to a job than their younger counterparts. To learn more about senior employment and the best career advice on the web go to www.hound.com.

See the following articles for more information:

- **[21 Major Interview Mistakes to Avoid at All Costs](#)**
- **[The Best Way to Prepare for a Job Search and Interviews](#)**
- **[How to Talk About Other Interviews in Your Interviews](#)**
- **[How to Answer the Tell Me About Yourself Interview Question](#)**
- **[How to Answer the Do You Have Any Questions for Me Interview Question](#)**