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## How to Retain Job Fitness Beyond Your Retirement Age

The job market is undergoing a change. Both, the types of jobs offered and the job seekers are showing new trends. Many retiring employees are reluctant to leave the job market. If you are one of those experienced professionals on the verge of retirement and want to be in the job market, you may be worried about how to be active. Your mantra should be to stay fresh and vibrant in today's demanding job world. Here are a few tips for you, follow them and cling to the job dear to your heart.

**Tech trends:** Know job market trends. Keep an eye on the jobs that are in demand. You must be up-to-date with the developments in technologies, particularly those in the computer world.

**Computer skills:** Update your office skills, including computer knowledge. There is a general belief that older employees can't work with computers. You must have basic computer skills so that you will be comfortable with the changing office trends. You must have proficiency in navigating the Internet, applications of e-mail, word processing, PowerPoint and Excel spreadsheets.

**Fill the gaps:** If there any gaps in your education or in your skills set fill them up. Don't know how to operate computers? Don't worry. It is never too late to learn anything. Your local community colleges, library or neighborhood association may offer many instructional courses; take advantage of them. As an experienced man you know that continued learning is the key to professional development. Identify your weaknesses and correct them.

**Look for new opportunities:** Besides acquiring organized skills by attending institutions, better take stock of the learning facilities available at work. If any of your colleagues is going on long vacation, volunteer to work for him and learn what he does. Or you may volunteer to take up temporary assignments you won't normally handle. This way you can acquire new skills.

**Rehash your resume:** If you are looking for new opportunities, you must update your resume. Know the latest resume trends. The resume is an important tool to help you articulate your educational qualifications and experience needed for a potential job. The modern trend is to see what you can bring to companies that are no more interested in your experience or your educational qualifications. What they want is whether you are capable of giving what they need. So your resume should be skill centric and result oriented. You should showcase your skills and accomplishments instead of listing the positions you handled in the past.

**Support groups:** Find the birds of the same feather and speak to them. Don't get disappointed,



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there are many organizations that provide support groups to older workers to acquaint them with challenges that may confront them and help them learn the strategies to meet them.