

Mature Job Seeker – Time to Ditch Your Old Resume?

By A.J. Bond

Many of the resumes that I receive from older job seekers suffer from a few recurring issues. High amongst these issues is poor formatting and the inclusion of inappropriate and irrelevant information. In this article we offer some tips to help you ditch your old resume.

If you are sending your current resume off time after time, and not getting a response from recruiters, then it might be time to make some changes. Just because an old resume format got you a job ten years ago doesn't mean you should slavishly keep using it.

If you believe your resume may be a little tired, and you are keen to make some improvements, here are some guidelines to help you refashion your resume into something more contemporary.

Resume Format

If your current resume is not working for you, think about introducing some formatting changes that better suit your current circumstances.

- Many job seekers make the mistake of using a resume format they have always used or one they received from a friend. Give some serious consideration to using a different resume format – e.g. functional, categorical, chronological or combined – that best allows you to highlight your capabilities and strengths
- Cover sheets have gone out of vogue and are now considered a waste of space. When your important contact details can be captured in your resume page header, a whole cover sheet devoted to these details is considered excessive.
- Feel free to use some colour in your resume, as long as it doesn't detract or distract from the presentation of important information.

Content

As a rule, include information or content in your resume that will get you hired, and consider disposing of everything else. This should reduce the size

of your resume. No recruiter wants to sift through page after page to find relevant information.

- If you have a long work history, focus on the most recent 5-10 years. These are the skills and experience that will be most relevant to any new role. Cherry pick tasks and responsibilities prior to this time where they align with the role
- Keep what is relevant and remove what is not. Many resumes end up being long laundry lists of every single task and responsibility ever performed. By culling irrelevant details you should be able to keep your resume to a manageable size – long resumes are a common problem with mature job seekers
- Many old resume chestnuts have gone by wayside including date of birth, age, sex, and marital status. There is no need to include these details in your resume
- Include information that shows you are adaptable and tech savvy. Common excuses given for not hiring mature jobseekers include inflexibility and lack computer skills. Including details to the contrary will help to dispel these perceptions
- Think carefully about how you depict or present information. If concerned about being over qualified, consider the strategic exclusion of irrelevant information. If you are concerned about your age consider excluding dates for your education and/or earlier roles.
- Litter your resume with positive language, and achievements that clearly show the value you have added in previous roles and by inference will bring to a new role.

A resume isn't written in stone. If your current resume is not working for you, don't continue to send it out hoping that things will change. Feel free to ring in the changes. The worst thing that could happen is that you continue to be ignored by recruiters. And the best thing that could happen is they might stop ignoring you.

A.J. Bond, is the proprietor of Absolute Resume, an Australian based consultancy specializing in the provision of Resume, BIO, Cover Letter and Selection Criteria writing services.

Call us on 1300 669 688 for a chat, email us at enquiries@absoluteresume.com.au or find us at <http://absoluteresume.com.au>.