



**Steps to Finding the
Work You Want
After 50**



Are you looking for a job? Interested in a different career or more flexible work? Or perhaps you want to start your own business. Job hunting has changed a lot over the last few decades. If you're looking for work in today's competitive job market, you'll need a strategy that's different from what may have worked in the past. Be prepared to sell yourself by showing how your experience and skills meet company needs and get the job done.

Creating and following an effective job search strategy can help you find the work you want with less stress and more success. AARP has tools and resources to help you navigate your work journey after age 50. Start now—visit www.aarp.org/money/work.

Take Charge and Find the Work You Want With These Steps:

- Assess and Discover How to Promote Yourself
- Learn about the Job Market
- Build Your Network
- Update Your Resume and Cover Letter
- Apply for Jobs
- Learn How to Ace the Interview
- Know How to Deal with Age Bias
- Fine-Tune Your Job Search
- Subscribe to Receive Legislative Alerts and Other Information
- Sign Up to Receive Regular Updates on Work Issues
- Get Involved to Help in Your Community

Assess and Discover How to Promote Yourself

Self-assessment is a crucial step in your job search. Before beginning any successful job search, you should begin with this step. If you know your strengths and are clear about your job goals, you will be more successful at targeting jobs and employers. You'll also be able to market your skills effectively.

- Take the time to assess your skills, interests, and preferences.
- Identify the type of work you want to do—what, where, and how.
- Develop a “personal brand” to show off the key skills that set you apart. Learn how at www.aarp.org/jobtips.
- Raise your profile with an “elevator speech,” a brief self-portrait of what you do best.
- Learn about the free interest, ability, and skills assessments offered by the AARP Foundation WorkSearch program at <http://aarpworksearch.org>.



Learn About the Job Market

Once you know the kinds of jobs that interest you, do your research. Learn which industries are most likely to need workers, who is hiring in your area, and which jobs are best suited to your skills.

- Identify hot jobs in your state by researching employers and industries. For tips on where to look, visit www.aarp.org/jobtips.
- Find out about occupations and job trends using the federal Career InfoNet site at www.careerinfonet.org.
- Visit employer websites to learn about a company's mission, culture, training opportunities, and benefits.
- Use independent websites such as www.salary.com to find comparable salaries by job title and location.

Build Your Network

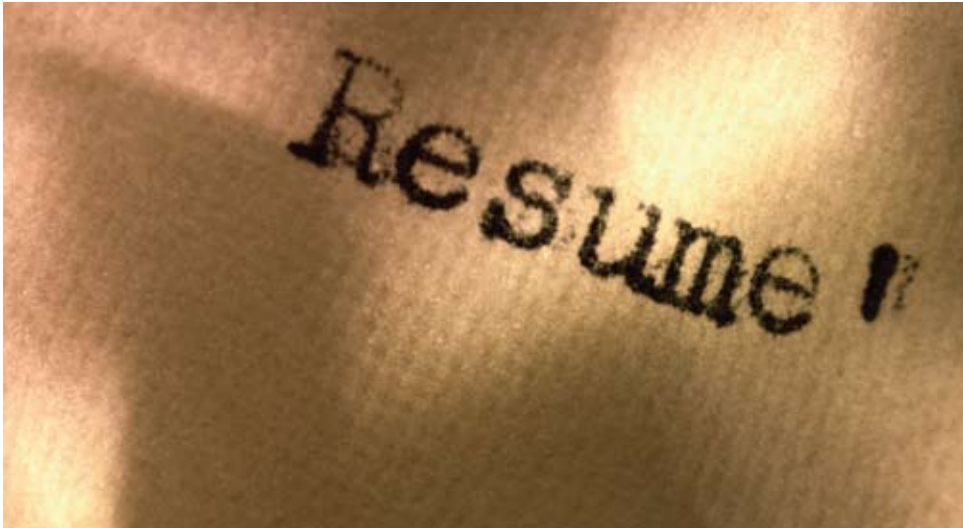
Simply put, networking means making connections with people. Because many jobs are not advertised, building your network is often the most important thing you can do to achieve job success. Your network includes business acquaintances as well as personal and community contacts.

- Maintain a broad network of contacts, no matter what your current job status.
- Join the Water Cooler, AARP's Online Community, to share job search ideas with other workers at www.aarp.org/thewatercooler.
- Use social networking sites such as www.LinkedIn.com to increase your visibility and build connections.
- Learn tips for successful networking on www.aarp.org/jobtips.

Update Your Resume and Cover Letter

A resume is not an end in itself; it's a tool to get the employer's attention and create a positive first impression. A well written, up-to-date resume and cover letter will show off the skills that set you apart.

- Build a compelling resume that shows your accomplishments and how they relate to the specific job you're applying for.
- Know about different types of resumes—such as functional and chronological resumes—and how to use them.
- Create a cover letter that is concise, interesting, and attention-getting.
- Sprinkle your resume with keywords and phrases related to the job—a must with today's electronically scanned resumes.
- Read Job Tips on resumes and cover letters at www.aarp.org/jobtips.



Apply for Jobs

The Internet has changed the way people look for jobs. But simply sending in online job applications is not a guarantee of success. Use the Web to learn about job trends, identify “age-friendly” employers, and find career advice that can help you in your search.

- Search for jobs using the search engine at <http://jobs.aarp.org>.
- Connect with the AARP National Employer Team—major national and regional employers who value the experience and talent of mature workers at www.aarp.org/employerteam.
- Explore websites that target 50+ job seekers, such as www.RetirementJobs.com. A list of websites for mature workers can be found at www.aarp.org/jobtips.
- Learn about AARP Best Employers for Workers Over 50, an annual awards program honoring employers that have stellar practices for mature workers at www.aarp.org/bestemployers.
- In addition to applying for jobs online, always explore other avenues such as local business groups, networking events, job fairs, and staffing firms.
- Find out about the Senior Community Service Employment Program, offered through AARP Foundation WorkSearch. To see if you are eligible and if there is a site near you, visit <http://aarpworksearch.org>.

Set yourself apart from the competition with a well-written resumé and cover letter.

Learn How to Ace the Interview

The key to a good interview is knowing how to sell your strengths. Even more than your resume and credentials, the interview is your chance to show that you have the skills, energy and know-how to do the job and that you're a good match for the company.

- Prepare for the interview by researching the employer.
- Anticipate the interviewer's questions and rehearse your answers.
- Know how to address age-related questions without being defensive.
- State clearly why you are the best person for the job.
- Find interview advice on www.aarp.org/jobtips.

Know How to Deal with Age Bias

Federal law prohibits employers from considering age in employment decisions for workers 40 and over, including hiring, firing, pay, benefits, promotions, layoffs or any other condition of employment.

- Know your rights under the Age Discrimination in Employment Act (ADEA). Get more information at www.eeoc.gov.
- Learn how to recognize “red flags” of possible age bias during the job application process. Download a fact sheet on age discrimination on www.aarp.org/jobtips.

Ace the job interview by being well-prepared and knowing how to sell your strengths.



Fine-Tune Your Job Search

Looking for a job requires commitment and discipline. You'll need to target your search and manage your time wisely. An effective job-search strategy will keep you grounded, less stressed, and ultimately more successful.

- Approach your job search with the attitude that “Finding a Job Is a Job.” Learn how at www.aarp.org/jobtips.
- Organize your work space; ideally, this includes a computer, cell phone, and email address. If you do not own a computer, take advantage of the free computers at public libraries.
- Change your approach if necessary by targeting different jobs, networking more, and getting the support you need.
- Decide if you need a career counselor or coach, and know how to select one.
- Check out the advice of a professional career columnist on www.aarp.org/money/work.





Other AARP Tools

Discover resources for entrepreneurs:

- Know what to expect if you're thinking of starting a business.
- Find out if self-employment is right for you.
- Learn about websites to help you start and manage your business.
- Find tips for self-employed and small business at www.aarp.org/jobtips.

Know how to survive in hard times:

- Find help after a job loss with Help for Laid-Off Workers, an AARP resource kit at www.aarp.org/jobloss.
- Know how to apply to for unemployment insurance, COBRA (health insurance protection), and other financial programs.
- Learn how to recession-proof your job search by exploring options such as part-time, temporary, or contract work, and by staying on top of job trends.
- Find out how others cope with job loss by joining an online group on the Water Cooler at www.aarp.org/thewatercooler.

Find tools and resources that will help with any aspect of your career on AARP.org.



Subscribe to Receive Legislative Alerts and Other Information

Get involved and receive legislative alerts as AARP advocates on workforce issues such as helping those 50+ to have more options and opportunities for employment. Subscribe and get updates on the latest issues that impact your life at www.aarp.org/makeadifference.

Sign Up to Receive Regular Updates on Work Issues

Stay informed by signing up for AARP's online Money Newsletter. Subscribe at www.aarp.org/money.

Get Involved to Help in Your Community

AARP can help you to “create the good” in your own community by doing simple things to help your family, other people, or yourself. Learn about easy things you can do at www.aarp.org/makeadifference.

To learn more about AARP or to become a member
visit www.aarp.org or call 1-888-OUR-AARP
(1-888-687-2277); TTY 1-877-434-7598

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