



Job Search Mistakes Checklist After 50

Resume Optimization

Content & Focus

- ✓ Identify what companies NEED (not just what you want to share)
- ✓ Remove outdated information that dates you unnecessarily
- ✓ Remove graduation dates from education section
- ✓ Eliminate comprehensive career history—focus on relevant recent experience only
- ✓ Replace job duties with quantified achievements and results
- ✓ Ensure proper keyword usage that matches target job descriptions
- ✓ Improve overall resume structure for readability and impact

Skills & Value Proposition

- ✓ Update technical skills section with current tools and platforms
- ✓ List any recent online or in-person training courses completed
- ✓ Frame experience to showcase value delivered (not just years worked)
- ✓ Quantify achievements with metrics, percentages, and dollar amounts
- ✓ Position yourself as a solution provider (prevent, reduce, solve problems)

Mindset & Positioning

Confidence & Approach

- ✓ Avoid downplaying your experience and expertise
- ✓ Stop worrying about being 'overqualified'
- ✓ Frame every conversation around what you can do NOW for the company
- ✓ Adopt language that conveys a growth mindset ('I'm always learning')
- ✓ Express excitement about new challenges and opportunities

Addressing 'The Fit'

- ✓ Prepare answers about working with younger teams
- ✓ Be ready to discuss reporting to a younger boss with enthusiasm
- ✓ Highlight mentorship abilities and emotional intelligence
- ✓ Demonstrate flexibility and genuine interest in learning from others
- ✓ Showcase collaboration skills that bridge generational differences

Online Presence & Networking

LinkedIn & Social Media

- ✓ Create or update your LinkedIn profile
- ✓ Add a professional headshot
- ✓ Optimize your LinkedIn headline and summary
- ✓ Share relevant industry content regularly
- ✓ Engage with posts from your network and target companies
- ✓ Join LinkedIn groups in your industry

Network Activation

- ✓ Make a list of former colleagues to reconnect with

- ✓ Reach out to friends and professional contacts
- ✓ Inform your network that you're open to opportunities
- ✓ Request informational interviews with people in target companies
- ✓ Attend industry events (virtual or in-person)
- ✓ Follow up consistently with new connections

Continuous Learning & Application

Continuous Learning

- ✓ Enroll in relevant online courses (Coursera, LinkedIn Learning, etc.)
- ✓ Attend webinars and workshops in your field
- ✓ Stay current with industry trends and news
- ✓ Learn new software or tools relevant to your target roles
- ✓ Obtain certifications if applicable to your field

Application Strategy

- ✓ Research company culture before applying
- ✓ Tailor each resume to the specific job posting
- ✓ Assess your 'fit' with the organization before submitting
- ✓ Customize your cover letter for each application
- ✓ Follow up appropriately after submitting applications

Remember: Less Is More

Your goal is to be strategic, relevant, and focused. Quality over quantity applies to both your resume content and job applications. Stay current, stay confident, and position yourself as the solution to an employer's problems.