



## JOB SEARCH

# EMPLOYERS' TIPS FOR MATURE AGE JOB SEEKERS

If you are mature aged, looking for a job can present a range of unique challenges, even if you have a history of work experience. So how do you sell yourself for a particular job? The good news is that employers understand these challenges and have provided tips to help mature age job seekers enhance their job search skills.

# 1

## STARTING YOUR JOB SEARCH



1. Identify your strengths (experience, skills and personal traits)
2. Match your strengths to the jobs you apply for
3. Do your skills, such as computer skills, need updating?
4. On your résumé demonstrate a good work history but keep it relevant and concise
5. Emphasise relevant experience and skills in your job application

"THEY NEED TO GO FOR JOBS THAT COMPLEMENT THEIR SKILLS AND EXPERIENCE"

# 2

## EXPAND YOUR JOB SEARCH AND APPROACH EMPLOYERS



1. Many jobs are not advertised so approach employers directly and get yourself known
2. Present yourself well and confidently to employers
3. Always leave your résumé with current email and phone contacts
4. Follow up on your résumé and application

"IT IS GOOD FOR PEOPLE TO APPROACH A BUSINESS FACE-TO-FACE AND INTRODUCE THEMSELVES"

# 3

## AT JOB INTERVIEWS



1. Don't undersell your strengths
2. Demonstrate what you can bring to the job
3. Emphasise the transferability of your skills and experience
4. Don't draw attention to potential negatives (such as long absences from the workforce)

"THEY NEED TO HAVE THE CONFIDENCE TO KNOW THEIR SKILLS ARE TRANSFERABLE"

The Department of Employment, as part of its Surveys of Employers' Recruitment Experiences, asked employers what could be done to improve the employment prospects of mature age job seekers. A full report on the survey findings is available at [Improving the Employment Prospects of Mature Age Job Seekers](#). For further information contact the Australian Government Department of Employment at [recruitmentsurveys@employment.gov.au](mailto:recruitmentsurveys@employment.gov.au).