

15 Ways to “age-proof” your resume and LinkedIn profile

1. Figure out what your target market wants to see (keywords, skills, experience)
2. Optimize your resume with relevant keywords
3. Showcase achievements (business results, metrics, statistics)
4. Highlight recent & relevant experience (minimize older experience + consider removing 10 years)
5. Reduce your resume to 2-3 pages
6. Include dates ... but do not lead with them. Lead with “key skills” section
7. Avoid the jack-of-all-trades approach (write for your *next* boss)
8. Make sure it’s easy to read (clean, white space, font size 12-14)
9. Use bullet points, not paragraphs
10. Remove your home address & share your cell phone, email & LinkedIn profile
11. Ditch the objective statement
12. Showcase your latest technical training & skills IF RELEVANT
13. Leave dates off your outdated education (and put at bottom of resume)
14. Leave references off your resume
15. Upgrade your email address (Gmail vs. Hotmail from ‘96)