

50+ Job Seekers in MA Statewide Networking Groups

This free program is available through a grant from the
Massachusetts Councils on Aging (MCOA) and
the Executive Office of Elder Affairs

Session 5: Resumes - Formatting

Tuesday January 11th: 10 am – 12 pm

In the first of two sessions on resumes, we discuss formatting and your professional summary.

Why you need to know about this: Formatting can affect your resume's chance of being interpreted correctly by Applicant Tracking Software (ATS). And the humans that read the resume want to see a clean-looking, professional document.

Your professional summary is often the first view a company has of how you introduce and describe yourself and the skills you offer.

Your resume is your primary marketing document. It must present the best you.

Start your journey towards self-realization, reinvention and transformation with these virtual sessions

Interactive Workshop Series

1. Ageism
2. Self-assessment
3. Networking Introductions
4. STAR/PAR Stories
5. **Resumes Part 1: Summary & Formatting**
6. Resumes Part 2 Experience Section
7. LinkedIn Part 1: Your Profile
8. LinkedIn Part 2: The Job Search
9. Branding & Marketing
10. Interview Preparation
11. Interview Practice
12. Job Applications
13. Cover Letters
14. Closing & Negotiating the Deal
15. Teamwork & Getting Along with Difficult People
16. Job Success

The mission of our program is to provide job seekers in the 50+ demographic with robust materials, strategies, content, and guidance to network and navigate their way through a successful job search or encore career search campaign.

Over the course of our Interactive Workshop Series, you'll learn how to execute your job search campaign with confidence and success. This preparation will Equip, Enable and Empower you in all aspects of the job search process.



New to the program? Registration is Required:

<https://50plusjobseekers.org/outreach/registration/>

For more information contact Denise Magnett: 50plusjobseekersadmin@mcoaonline.com

