



How Job Hunting Has Changed

THEN: Newspaper ads were the main source of job listings.

NOW: The internet carries millions of job postings every day. Find the sites that match your job goals. But don't limit your search to the internet!

THEN: Resumes were always on paper, delivered by mail or by hand.

NOW: Email resumes and online applications are the norm. Know how to format your resume for online submission.

THEN: Your resume was read by a live person.

NOW: Many resumes are scanned electronically by keywords. The right keywords will help your resume get noticed.

THEN: If you applied for a job, you got a response.

NOW: Due to the volume of job applications, many employers do not acknowledge the receipt of your resume. Don't take it personally. Always be networking to expand your contacts and job leads.

THEN: One resume was all you needed, listing all of your past jobs.

NOW: Develop multiple resumes based on the different positions you are pursuing. List only the past 10-15 years; focus on key skills and achievements.

THEN: Workers stayed with one employer for many years.

NOW: It's typical for workers to have a number of jobs and careers in a lifetime. But be prepared to explain employment gaps.

THEN: You had more control over your personal information.

NOW: Protecting your privacy is essential when applying for jobs online. Use only trusted sites with a clearly stated privacy policy.

THEN: Recruiters were your age or older.

NOW: Many recruiters are younger than you. Know how to answer questions about working with younger colleagues and bosses. Show you're up to date by using current industry terminology.

THEN: The lack of technology skills was not a drawback.

NOW: Technology/computer skills are important to many jobs and change quickly. Highlight your tech skills; get more training if necessary.

THEN: The job interview was fairly predictable.

NOW: Count on getting not-too-subtle questions related to your age. Be prepared to give examples of achievements that demonstrate your ability to do the job at hand.

THEN: There were limited sources of advice for job seekers.

NOW: The internet has caused an explosion of information for job-seekers. Consult the web for job advice, but spend more time working on your job search.