



Job Tips for 50+ Workers

www.aarp.org/jobtips

Tips for Successful Networking

Simply put, networking means making connections with people. It's probably the most important thing you can do to achieve success in your job search. Your network includes not only business acquaintances, but personal and community contacts.

Why network? According to BH Careers International, 80% of all available jobs are not formally posted. Landing a position is far more likely to be accomplished through word-of-mouth.

You should always be networking, no matter what your current job status. You never know when you will need to call on your contacts, or when they may have a lead on an exciting new opportunity.

Getting started

- Prepare an "elevator speech," a 30 second summary of who you are and what you'd like to do professionally.
- Always have business cards with you and an up-to-date resume you can send off upon request.
- If you think of every place you go as an opportunity to meet people, you will expand your network seamlessly.

Building your list

- Consider current and former colleagues, acquaintances from professional associations, and the business associates of family and friends. Many companies count on employee referrals as a major source of hires.
- Cultivate your personal network: neighbors, relatives, organizations, religious or community groups, book clubs, or volunteer associates. Look to all generations for networking opportunities
- Fill in the gaps by reconnecting with old acquaintances, getting involved on committees, or volunteering.

Making contact

- Build rapport by contacting people when you don't need anything.
- Stay in touch every few months, and it can be purely social.
- Ask for advice, not a job. Draw them out about their professional experience.
- After you've met someone knowledgeable and interesting, send a quick e-mail or handwritten note saying how much you enjoyed meeting them. If you want to learn more from them, propose lunch or coffee and say when you'll follow up.
- When someone helps you, say thank you.

Networking resources

- Join the online community on AARP.org. Join a group and chat with other 50+ workers at The Water Cooler. www.aarp.org/thewatercooler
- The Riley Guide lists networking and support groups by geographical area. www.rileyguide.com/support.html
- Consider joining social networking sites such as:

Facebook (www.facebook.com)

LinkedIn www.linkedin.com - key site for professional networking

Ryze Business Network www.ryze.com

Five O'Clock Club www.fiveoclockclub.com

Women for Hire www.womenforhire.com

Secrets of the Job Hunt www.secretsofthejobhunt.co



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