



EXCERPT
THE ROAD TO JOB SEARCH SUCCESS

**Five Things You Can Do to Your Resume
to Avoid Age Discrimination**

- Only show the last 20 years of employment. Most candidates won't need to show more than that.
- Avoid reporting the number of years you have worked, "I bring 25 years of experience in ...".
- Be current with technology and industry trends and illustrate this within your resume.
- Eliminate graduation dates from your resume and if your school has changed its name, use the most recent name of your school. Never include the date of your high school graduation, even if that is your highest level of education.
- If applicable, create a Professional Development section on your resume, listing workshops and training programs attended, demonstrating that you have continued learning after graduation.

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