

Keeping going

There is now anti-age discrimination law and employers' attitudes *are* changing, but if you are 45 or over, you may wonder how to present yourself in the best light so as to maximise your employment and promotion chances.

Concentrate on the positives. Employers perceive older workers as stable and reliable, mature in their approach, and with good interpersonal skills. Many young people have these qualities too, of course. But one thing older people can offer that younger people may not be able to is experience.

How can you emphasise your experience without filling your CV with a long list of previous jobs?

Career profile

Summarise your career path in the Career profile at the top of your CV. This can speak more fully and persuasively for you than a list of job titles in your Career history section.

Key experience

Rather than a Key skills or Qualifications section, consider including a Key experience section instead. This will clearly emphasise what could be one of your strongest selling points.

Achievements

Demonstrate that your experience brings results and that you have the track record to prove it. Your key achievements can be combined with your key experience, put in a separate section, or clearly listed under your Career history.

Career history

Concentrate on your most recent jobs and edit the rest ruthlessly. For early work, consider simply listing jobs and job titles, and/or grouping jobs together under the heading 'Various'.

Personal details

There is nothing to say you *must* include your date of birth on your CV, and it is up to you whether you include it or not.

However, by the time a reader reaches this final section, they should have formed a positive impression of you that will persuade them to consider your application whatever your age.

Examples of CVs appear on the following pages:

1. **Valerie David** – continuing as a project manager.
2. **Dominic Hoy** – continuing as an electrical engineer.
3. **Alan Bevan** – continuing voluntary work after retirement.

VALERIE DAVID

17 Three Elms Field
Garby
Stourling HU21 5GN
Tel: 0000 0000000 (home)
0000 0000000 (mobile)

Career profile

A highly trained, confident and effective **project manager** with significant experience in a broad range of construction, manufacturing and industrial projects and proven skills in exploring, designing and implementing solutions and the management of change.

Key strengths

Initiative: my current role as project manager requires highly developed problem-solving skills and the ability to respond to crises swiftly and effectively.

Excellent communication skills: it is essential to liaise effectively with management, technical staff and contractors and to consult with all those actively involved in the project to understand comprehensive user-needs and to give information in a way it can be understood and assimilated.

Key experience

- Ten years' experience in project management working in a wide range of environments
- Knowledge of health and safety and employment legislation and practice
- An understanding of staff motivation and training
- A clear commitment to excellence
- An established track record in effective solutions

Career history

Bell & Dutton Consultants
1998 to present

Project Manager

Actively managed a number of projects, including:

Dann Environmental Ltd

Project – Resources and Traffic

Managed traffic flow and resources during development of existing sites and establishment of new 20-acre industrial site:

- Liaised with external consultants
- Gathered, verified and analysed traffic flow data
- Maintained information flow between departments

Revised site layout and traffic handling patterns, resulting in:

- Expansion and full use of most effective areas
- Elimination of single deliveries in favour of multiple stock drops
- Improved vehicle safety

Whitby Transport Group

Project – Storage and Stock Handling

Developed and improved stock storage and handling system:

- Researched safety regulations
- Devised simplified visual verification system
- Designed and oversaw implementation of new system

Valerie David (cont.)

Devised and implemented introduction of new storage systems, resulting in:

- Improved stock handling and rotation
- Reduced stock holding
- Safer working practices
- Improved storage facility of flammable and explosive material

The Industrial Training Group Ltd

1990 to 1998

Training Manager

Managed and administered training projects for agency serving up to 50 local engineering companies:

- Researched opportunities for improvement in services to clients
- Determined supervisory management training needs

Produced comprehensive analysis of training opportunities, skills gaps and information management systems, resulting in:

- Fully costed training scheme and syllabus
- Effective development and expansion of training group

Various

Pre-1990

Management and administrative

A range of managerial and administrative positions for various companies.

Responsibilities and achievements over this period include:

- Ensured safe operation of chemical plant during site development
- Increased production turnover of organics at agrochemical company
- Served on safety and work practices committee
- Contributed to operations manual
- Instituted new management control and information systems

Education and training

MBA

Southern School of Business

Diploma in Supervisory Management

Diploma in Operations Management

Cork West College

Computer skills:

- CLAIT Certificate in computer literacy
- Word
- Excel
- Outlook
- PowerPoint

Personal details

Date of birth: 8 September 1958

Interests: Environmental issues
Wildlife and wildlife photography

Health: Non-smoker

Car owner/driver with full, clean UK licence

Dominic Hoy

4 Clements Avenue
High Cross
Berkshire
BK17 5LM

Tel: 0000 0000000
e-mail: ddmhoy@anyisp.com

Career profile

A skilled and experienced electrical engineer, expert in all aspects of installation, servicing and repair, together with an understanding of staff supervision and management gained in a variety of environments.

Key skills and experience

- Over 10 years' experience in electrical engineering
- Knowledge of installing, servicing and repairing electro-mechanical and electronic equipment
- An understanding of precision instrumentation
- An established track record in staff supervision
- A clear commitment to high standards

Career history

2000 to present
Caversham Electrical Engineering

Section Supervisor

Electrical Fitter

Worked in measurement division and repair shop:

- Repaired electronic and electro-mechanical equipment
- Performed or verified precision instrument calibration
- Supervised, administered and co-ordinated 10 full-time and 3 part-time staff
- Planned work schedules
- Maintained work-sheet records
- Oversaw apprentice training
- Ensured excellent standard of department maintained
- Promoted to Supervisor in 2003

Dominic Hoy (cont.)

1989 to 2000

Scouts Engineering

Electrical Maintenance Engineer

Worked in maintenance shop and with overhead cranes and hoists:

- Repaired high-speed machine tools
- Serviced overhead equipment
- Overhauled and maintained equipment
- Maintained control equipment
- Performed general electrical maintenance on the site
- Maintained high standards within tight deadlines

Prior to 1989

Various

Electrical Engineer

Responsible for electrical engineering and maintenance in a variety of situations including early experience with electronics and some communications.

Completed apprenticeship in electrical engineering with Abbott Engineering.

Education and training

City & Guilds

Electrical Engineering

Specialist training courses:

- Control equipment for high-speed tools
- Precision instrument calibration and maintenance

Personal details

Date of birth: 16 May 1963

Interests: Sailing
Studying for Coastal Navigation Certificate
Swimming

Health: Non-smoker

Car owner/driver with full, clean UK licence

References available on request

Alan Bevan

50 April Way, Whitpool
Kent KT3 6ZP

Tel: 0000 0000000 (mobile)

Career objective

Human resources officer with a fundamental interest in workplace equality together with practical experience of helping young people and those with physical disabilities into rewarding and satisfying employment. Keen to continue using these skills and expertise for the benefit of the community.

Key strengths

Organised: currently responsible for HR function for 700 staff across three sites requiring the highest degree of organisation.

A broad range of personnel skills: 12 years' experience overall HR function including employment law, union practice, training and development, psychometric testing, and performance evaluation systems.

Flexible and adaptable: also created and currently administer voluntary career advice service for people with handicaps. Instrumental in all aspects of the service together with a volunteer staff of seven.

Key skills and experience

- Considerable experience in all aspects of human resource assessment and development
- Highly evolved skills in personnel management
- Extensive contacts within training agencies, Training and Enterprise Councils, and employers
- Qualified and experienced in the use of psychometric and aptitude testing
- Experienced in devising, delivering and assessing training courses
- Thorough knowledge of employment law

Career history

2001 to present

Perryman Goldley

Human Resources Manager

- Overall personnel function for office and general staff
- Developed personnel policies and procedures for financial group
- Improved effectiveness of human resource development strategies
- Managed introduction of performance evaluation system

Life Line

2007 to present

Voluntary helper

- Set up and administered career advice and job search service for young people with physical handicaps

Alan Bevan (cont.)

- Represented Life Line at the Business Network Forum to promote equality in the workplace
- Liaised with local TEC and FEFC for education and training opportunities and funding

Terrence Parnell Co Ltd
1990 to 2001

Personnel Officer

- Complete personnel function for Head Office and Southern Region Staff
- Administered records, pay and contractual documents
- Promoted from assistant personnel officer in 1989

Fleet Industrial
1980 to 1990

Personnel Assistant

Clerical Officer

Clerical Assistant

Previous clerical and administrative experience gained in a variety of roles between leaving Fieldhouse College and joining Fleet Industrial.

Education and training

Fellow of the Institute of Personnel and Development

Diploma in Personnel Management

Lincoln Business School

Diploma in Education

Fieldhouse College

Work-related training:

- Psychometric testing
- Aptitude testing
- Assessment skills
- Careers guidance and counselling

Personal details

Date of birth 14 March 1960

Interests Photography
Fell-walking – active member and secretary of
Sindon Lake Walkers' Club

Car owner/driver with full, clean UK licence

References available on request

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