

[www.aarp.org](http://www.aarp.org)

Website tailored for those over 50 years of age. Below are sessions coming up in regard to employment:

Between now and the end of the year, AARP.org will feature six additional articles loaded with what you need to know in order to perform a successful job search. Each article will give you an assignment to prepare for the next step.

Since we are talking about assignments, yes, there will be homework. Anyone performing a job search will be doing a lot of homework both researching companies and asking him or herself a lot of tough questions. It's also important to be organized, to have a plan, and to get your plan on paper.

I suggest keeping a three-ring binder with these job-search articles and your worksheets to refer to throughout your search.

**1. Your Job Search: What Do You Want to Do?** We'll look at how to decide what you want to do and what you're qualified to do. It's surprising how many people say, "I don't know what I want to do or even how to start thinking about it." Well, here's your first homework assignment. Between now and the next two weeks, start making a list of the different jobs that interest you.

**2. Your Job Search: Preparing Your Résumé and Cover Letter.** We'll look at different examples of résumés and letters suited for older workers.

**3. Your Job Search: Doing Your Research.** How do you know if you want to work for a company? We'll identify employers that are eager to hire, train, and retain older workers and what you should look for in a company in general.

**4. Your Job Search: Finding and Applying for Jobs.** We'll discuss how to apply for the job you want and how to find out where the jobs are. Having access to a computer and a high-speed Internet connection makes this a lot easier. If you're not ready to make that purchase, you can use computers at your public library.

**5. Your Job Search: The Interview Process.** It's all about the interview. We'll look at what you should say, what you shouldn't say, and how to leave a lasting (and good) impression.

**6. Your Job Search: Negotiating a Job Offer.** With good fortune and hard work, you're likely to receive a job offer or two. Learning how to confidently negotiate salary and benefits is a big part of accepting an offer.