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What do I need to know about job hunting these days?

If you're thinking about an encore career that gives you the chance to contribute to a better world, you might begin by checking out these web sites:

idealist.org
philanthropycareers.com
nptjobs.com
work4agoodcause.com
opportunityknocks.org
encore.org

If Internet research is new for you, go to jobhuntersbible.com and click on "The Internet."

When you're ready to apply for jobs, you can get moving by:

Updating your resume. You may want to begin with an objective focusing on the kind of job you want and how you qualify. Highlight the skills and accomplishments of your previous career and volunteer work that transfer to a new job.

Refining your interview techniques. Learn everything you can about the place you want to work. Practice with others.

Setting up meetings. Ask people you know to help you arrange informational interviews with potential employers, so they can get to know you. Or call hiring managers

yourself to make appointments. (Always send a thank-you note after an interview.)

Mastering cover letters. Familiarize yourself with the job description and address the main job responsibilities, borrowing the language the organization uses.

Following up. Managers may get hundreds of applications for a single job. Call or e-mail the appropriate person at the organization and ask whether he or she received your materials and whether you may come in for an interview.

"No amount of pizzazz packed into a resume and cover letter can replace the value of presenting yourself in person."

STEVEN PASCAL-JOINER
Director, Idealist.org Career Transitions Program

ON THE FRONT LINES

The Internet's job-hunt drawbacks

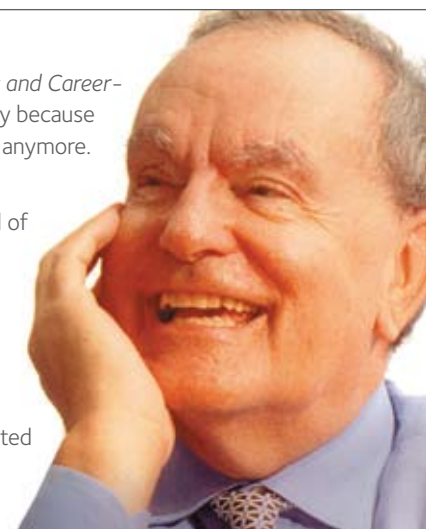
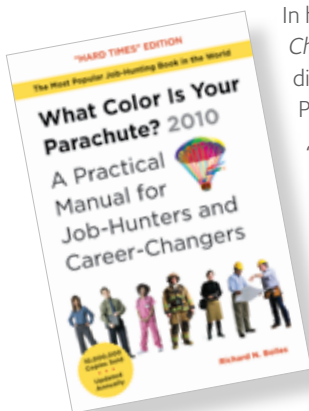
There are thousands of job postings online, but the Internet isn't the only place to look for jobs.

In his yearly updated book, *What Color Is Your Parachute?: A Practical Manual for Job-Hunters and Career-Changers*, Richard Nelson Bolles says searching job titles—as job sites do—can be faulty, partly because different employers use various words for the same kind of work. Old job titles may not exist anymore. Plus, many job openings never end up on the Internet.

"Sure, Internet job-matching works. Sometimes. Beautifully," Bolles writes. "But know ahead of time that you can't count on it necessarily working for you. In the end, it's a big fat gamble."

Bolles recommends different strategies, including: asking for job leads from family, friends, and others in your circle; knocking on doors of employers to introduce yourself and ask about job opportunities; browsing the yellow pages to identify the fields that interest you and calling employers listed within those subject areas.

"There are...alternative ways of looking for a job; but not all these alternatives were created equal," Bolles suggests. "It would pay you to know which ones are better, which ones are less draining of your energy."



43%

of Internet users born from 1955–1964 get job information online, while 36 percent of users born from 1945–1954 do the same.

Pew Research Center

PROFILE George Wolf



“My resume garnered many calls, some quite urgent. But once the in-person interviews made my age apparent, the excuses not to hire me were laughably imaginative.”

GEORGE WOLF

At 78, George Wolf needed work.

Finding encouragement from winners of the Purpose Prize—an award recognizing social innovators 60 and older—at a presentation in New York, he discovered his own encore career.

But getting to that point was a strain for the former garment industry entrepreneur, who left his native Czechoslovakia as a boy to escape the Nazis during World War II.

“My resume garnered many calls, some quite urgent. But once the in-person interviews made my age apparent, the excuses not to hire me were laughably imaginative,” the New Yorker recalls.

In mid-2005, Wolf saw that he couldn’t afford to maintain his business, which produced designer knitwear. So, for a good part of the next four years, he looked for a job. He landed some consulting work at first, but it didn’t last.

At the 2009 Purpose Prize event, he learned about ReServe, which links retirees with paid jobs at nonprofits and public agencies. Through that organization, he connected with a small Jewish charity, The Blue Card, which needed help.

“The budget of The Blue Card was minuscule, but so were my needs,” explains Wolf, who accepted a part-time public relations and marketing job there at age 81. “And with my interest in helping older adults in need, my background in business, and my familiarity with the Holocaust, it was a perfect match.”



INFORMATION

Essential resources

- **Monster’s Career Advice Guide**
career-advice.monster.com
- **Change.org’s Jobs for Change**
jobs.change.org
- **Boomers’ Job Search Guide: You’re Not Old; You’re Experienced**
Saundra Marling and Jill Pfaff Waterbury
- **Quintessential Careers: I am a Career-Changer**
quintcareers.com/career-changer.html
- **The Nonprofit Career Guide: How to Land a Job That Makes a Difference** Shelly Cryer
- **Finding a Job after 50: Reinvent Yourself for the 21st Century**
Jeannette Woodward
- **job-interview.net Interview Downloads**
job-interview.net/interview.htm
- **Real-Resumes for Jobs in Nonprofit Organizations**
Anne McKinney

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Workers born from 1957 to 1964 held an average of 11 jobs from ages 18 to 42.

U.S. Bureau of Labor Statistics