

High-Tech LayOff – How to Get Back Out There

Grab your resume – and you should have been keeping an up to date one handy no matter how secure you were thinking your job was. You should also own a decent computer and printer and professional software.

First – remove any references to dates – except for the last 5 -7 years on the jobs listed.

If your degrees are over 10 years old, kill the graduation date as well.

Unless they have bearing on current job skills, lose the earlier jobs. We don't need to know you checked out groceries while you were in high school or what your summer job was while you were in college, unless you have worked less than 5 years.

Remember that age-discrimination is rampant in a depression.

Set up one or two versions of your resume and keep it neat, easy to read, and well-organized.

Name

Address

Linked IN - <supply link>

Facebook - <supply link>

Cell

MySpace - <supply link>

Website: - <supply link>

Fax if you have one

SUMMARY

- ◆ List your current key experience – want words? Go look at positions on DICE and copy the keyword structure
- ◆ Careful – some pretty dumb people write some of those job descriptions

WORK HISTORY

- ◆ List your current situation as consulting – layoff to present – with a mention of your offered services
- ◆ Got something to say? Author a paper or write a book – list that with the consulting
- ◆ Always fill in time blanks with activity – don't look resigned and defeated
 - ◆ You were writing a book
 - ◆ You were taking classes for a certificate or degree
 - ◆ You were doing *something*
- ◆ List recent work back 5-7 years, certainly no more than 10
- ◆ List Publications
- ◆ List Formal Training and Education
- ◆ Certificates, degrees, again – kill off the dates unless 5 years or less
- ◆ List most recent first

List SKILLS

- ◆ Skills is a bullet list of software and hardware you can run/operate
- ◆ Office 2007/2003 FrameMaker 9.1 VISIO 2007 Photoshop CS3 SnagIt screen capture
- ◆ Design Compiler PrimeTime etc. etc. etc.
- ◆ Again – look at the skills required by the job you are seeking for wording and skills they are looking for at the moment (update that every few months)
- ◆ If you are deficient, head for a training class at a local college or university, or an on-line class.

List References

- ◆ Make sure you have at least three;
- ◆ Managers and higher makes it better;
- ◆ At least one co-worker (you are a team player)

Key Things – Everything is about "teams" and working in them
Everything is about the one skill they need at the moment
You can work as a contractor or on salary
Don't be afraid to learn how to invoice and track your time
Don't spend your time off playing computer games, learn new software
Read read read high-tech websites and news
Check out Dice job listings once a week – read them (some are funny)
Check out other job sites – Monster, Hot-Jobs, local job boards
Check out company websites of companies you are interest in – master them
Find out about job fairs, networks opportunities – networking is KEY
Keep lists of emails and phone numbers of former co-workers and stay in touch
If you were doing this before, you have a lot of people to chat with now

Age Discrimination:

For women, see a plastic surgeon – a little Botox (that "11" on your forehead,- won't hurt. Neither will a facial peel, a really GOOD haircut, possibly dyeing your hair or doing something to make your self look younger. No kidding. Practice smiling.

Topical lip plumpers unless you need more drastic help. Exercise, dress smartly but not in "fad" clothing. Nothing dangling, jingling, and don't show too much skin. Invest in a good blazer. Jewelry need not be expensive but should look classy. Skirt not too tight nor too short. A skirt is not for bare legs.

Pantsuits that fit properly or are loose are fine. Just don't look like a bag-lady. Or a hooker. Look professional and comfortable. Wear your clothes – they don't wear you.

Sensible shoes – no 5" heels. No plunging necklines. No tank-top. Get a really good head-shot where you look professional and put together. Watch the make-up too.

For Men – a lot of the same rules. Dress for the position being sought but look put-together. Nothing wrong with seeing a plastic surgeon either. A little Botox or maybe just touching up the gray a bit (except at the temples). Look appropriate for the position. A good haircut is also a factor for men as well. Tats, and other adornment needs to be down-played.

Facial peels, a good tan (artificial), a good diet (look healthy) and if you are overweight, now is the time for focus on taking care of that problem. You don't need a gym – you need to take walks, reduce or eliminate junk food and soda and booze.

SMILE SMILE SMILE – you may be out of work but you are still alive. (A relaxed one – not a forced one)

95% of all jobs come from referral. NETWORK!