

Ageism Preparedness Checklist

Protect your career before bias shows up in your job search.

■ Update Your Presence

Refresh your LinkedIn photo and headline.

Rewrite your About section to focus on value, not years.

Remove outdated tech or early roles older than 10–15 years.

■ Modernize Your Resume

Use a clean, one-column ATS-safe format.

Add a Recent Tools or Core Skills section.

Emphasize measurable results over longevity.

■ Stay Tech Current

Learn or refresh Slack, Teams, Excel, Zoom, Asana, Trello, Salesforce, ChatGPT, etc.

Take short online courses and list new certifications.

■ Prepare for Interview Bias

Rehearse responses that show adaptability and energy.

Share stories that prove collaboration and quick learning.

■ Expand Your Network

Connect with professionals across age groups.

Join webinars or industry discussions regularly.

■ Know Your Rights

Review Equal Employment Opportunity Commission (EEOC) protections.

Document any biased interactions professionally.

■ Keep Perspective

Remember: rejection ≠ lack of value.

Focus on visibility, relevance, and mindset.

Tip: Revisit this list periodically — staying visible and current is the best protection against age bias.

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