

## Preparation

- Complete the Pocket Résumé.
- Learn something about the company.
- Have a specific job or jobs in mind.
- Review, in your mind, your qualifications for job.
- Be ready to answer broad questions about yourself.

## Appearance

- Well groomed.
- Suitably dressed.
- Rested and alert.

## Tests

- Listen to instructions.
- Read through each question.
- Write legibly.
- Don't dwell too long on one question.

## Interview

- Be prompt.
- Answer questions directly and truthfully.
- Be well mannered.
- Use proper grammar and good diction.
- Be enthusiastic and cooperative.
- Don't be afraid to ask questions.

# Pocket Résumé for Job Interviews



*An Equal Employment Opportunity Agency  
Auxiliary aids and services are available  
upon request to individuals with disabilities.*

70-1015p (06-03)

This information is often asked for at a job interview. Complete the résumé ahead of time. Take it with you as a reference.

Social Security Number \_\_\_\_\_

Driver's License \_\_\_\_\_

## Education

School \_\_\_\_\_ School \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Degree/Major \_\_\_\_\_ Degree/Major \_\_\_\_\_

Dates \_\_\_\_\_ Dates \_\_\_\_\_

School Activities (clubs, offices, sports, etc.) \_\_\_\_\_

## Previous Employment

(Include summer and part-time jobs)

Name of Employer \_\_\_\_\_ Name of Employer \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Job Title \_\_\_\_\_ Job Title \_\_\_\_\_

Military Service \_\_\_\_\_ Dates \_\_\_\_\_

Hobbies or Special Interests \_\_\_\_\_

Special Skills \_\_\_\_\_

## Personal References

(Get permission before using names)

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number/E-Mail \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number/E-Mail \_\_\_\_\_