



POCKET RESUME

FOR A JOB INTERVIEW

Before the Interview

- Learn all you can about the company
- Have questions prepared about the company
- Mentally review your qualifications for the job
- Practice answering common interview questions
- Ask for location, start time, and parking guidelines
- Drive by the location/building the day before
- Ask the interviewer's name, title and role

During Tests

- Listen carefully to instructions
- Read each question thoroughly
- Write legibly
- Don't dwell too long on one question
- If you are unsure, stay with your first answer

During the Interview

- Attend the interview alone
- Be well groomed
- Dress appropriately
- Arrive 10-15 minutes early
- Do not smoke or chew gum
- Keep your phone dark, silent, and out of sight
- Answer questions directly and truthfully
- Use good manners
- Speak clearly and avoid slang or profanity
- Have a positive disposition
- Listen closely, maintain eye contact, ask questions
- Thank the interviewer

Employers often ask for this information at a job interview. Fill in this résumé ahead of time and take it with you as a reference. Add additional sheets if necessary.

Education

School _____ School _____

Address _____ Address _____

Course/Subject _____ Course/Subject _____

Degree Date _____ Degree Date _____

Activities (clubs, offices, sports, etc.) _____

Honors _____

Previous Employment

(Summer and part-time jobs, too)

Employer _____ Employer _____

Supervisor Name _____ Supervisor Name _____

Address _____ Address _____

Job Title _____ Job Title _____

Dates _____ Salary _____ Dates _____ Salary _____

Employer _____ Employer _____

Supervisor Name _____ Supervisor Name _____

Address _____ Address _____

Job Title _____ Job Title _____

Dates _____ Salary _____ Dates _____ Salary _____

Employer _____ Employer _____

Supervisor Name _____ Supervisor Name _____

Address _____ Address _____

Job Title _____ Job Title _____

Dates _____ Salary _____ Dates _____ Salary _____

Military Service _____

Certificates _____

Special Training _____

References

(Get permission before using names)

Name _____

Address _____

Telephone Number _____

Email _____

Name _____

Address _____

Telephone Number _____

Email _____