



Pocket Résumé

Your Information

Name: _____

Phone: _____

Email: _____

High School: _____

Year of Graduation: _____

Awards/Clubs: _____

Previous Job 1

Name of Employer: _____

Address: _____

Job Title: _____

Dates of Employment:

From: _____ To: _____

Supervisor: _____

Employer Phone: _____

Previous Job 2

Name of Employer: _____

Address: _____

Job Title: _____

Dates of Employment:

From: _____ To: _____

Supervisor: _____

Employer Phone: _____

References (Get permission. Not family members.)

Name of Reference: _____

How do they know you? _____

Phone: _____

Email Address: _____

Name of Reference: _____

How do they know you? _____

Phone: _____

Email Address: _____

Preparing for the job interview

- Learn something about the company
- Take a small tablet and pen
- Practice answering interview questions

Possible Interview Questions

1. Tell me about yourself.
2. Why are you interested in this job?
3. Why are you the best candidate for this job?
4. What are your strengths? Weaknesses?
5. How has your education/training prepared you for this job?
6. When are you available to work?

Remember...

- Be on time
- Be clean
- Wear nice clothes
- Take your résumé
- Use good manners
- Be enthusiastic
- Ask good questions
- Send a thank you note