



## 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