

# Pocket Resume

This information is often asked for at a job interview.  
Fill it out completely and take it with you for reference.

Drivers License # \_\_\_\_\_

Social Security # \_\_\_\_\_

## EDUCATION

School \_\_\_\_\_

Address \_\_\_\_\_

Major Subjects \_\_\_\_\_

Dates \_\_\_\_\_

## PREVIOUS EMPLOYMENT

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

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

\_\_\_\_\_  
Phone Number                              Phone Number

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

\_\_\_\_\_  
Dates    Dates

## REFERENCES - Get permission before using names.

\_\_\_\_\_  
Name    Name

\_\_\_\_\_  
Address    Address

\_\_\_\_\_  
Phone Number                                      Phone Number

## OTHER SKILLS

Computer/Trade \_\_\_\_\_

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

Branch and Dates

Other Misc. \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Pocket Resume - The Job Interview

### PREPARATION

- ✓ . Fill out this Pocket Resume and take it with you.
- ✓ . Learn as much as you can about the company.
- ✓ . Know what skills are needed for the job you want.
- ✓ . Evaluate yourself and review your qualifications.
- ✓ . Be prepared to answer questions.

### QUESTIONS

The employer may ask you:

- . Tell me about yourself?
- . What are your career goals?
- . Why do you want to work for us?
- . Why would we want to hire you?
- . What are your strengths/weaknesses?

You may want to ask the employer:

- . How will I be trained?
- . Who will I be working with and what do they do?
- . Where will I be working?
- . What career opportunities are available?

### INTERVIEW

Your appearance:

- ✓ . Well groomed—take a shower, wash your hair, shave, brush your teeth, use mouthwash/deodorant, comb your hair, trim and clean your nails.
- ✓ . Wear clean, pressed, appropriate clothes.
- ✓ . Evaluate yourself—would you hire someone like you?

Interview:

- ✓ . Show up on time and alone.
- ✓ . Have a positive attitude and be polite.
- ✓ . Answer all questions truthfully and honestly.
- ✓ . Maintain eye contact.
- ✓ . Always shake hands before and after the interview.

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