

EDUCATION

School

School

Address

Address

Course or Subject

Course or Subject

Dates From

To

Dates From

To

Activities (clubs, offices, sports, etc.)

PREVIOUS EMPLOYMENT

(Summer and part-time jobs. Start with your **present** or **most recent** job.)

1 _____

2 _____

Name of Employer

Name of Employer

Address

Address

Your Job Title

Your Job Title

Dates From

To

Dates From

To

3 _____

4 _____

Name of Employer

Name of Employer

Address

Address

Your Job Title

Your Job Title

Dates From

To

Dates From

To

Military Service or Draft Status

Hobbies and Special Interests

Special Skills

REFERENCES

(You will need several references. Remember to get permission before using their names.)

1 _____

Name:

Address:

Telephone Number:

2 _____

Name:

Address:

Telephone Number:

3 _____

Name:

Address:

Telephone Number:

BE PREPARED

- COMPLETE YOUR POCKET RESUME!
- Learn as much as you can about the employer.
- Have a particular job in mind. Know the type of work for which you're looking.
- Evaluate your skills. Know the type of work you're skilled/qualified to do.
- Prepare to answer questions about yourself.
- Prepare to explain why you want and can do this job.

YOUR APPEARANCE COUNTS

- Be well-groomed —shower, shave, etc.
- Wear clothes that are appropriate for the job for which you are interviewing. Don't "over" dress or "under" dress.
- Avoid wearing too much makeup, cologne or perfume.

TAKING TESTS

- Listen carefully to all instructions before you begin.
- For written exams, read the entire question before you answer it.
- Write neatly and legibly.
- Don't spend too much time on any one question. If you're not sure of the answer, go to the next question. After you've answered all the other questions, go back to that one again.

THE INTERVIEW

- Arrive early. (Know where you need to go.)
- Bring a notebook and pen.
- Be well-mannered.
- Remember the interviewer's name. Try to use it when you answer questions.
- Use proper grammar and speak clearly.
- Be prepared to answer questions about your past. Be honest.
- Tell the interviewer about the skills and enthusiasm you will bring to the job.
- Talk about your potential to succeed.
- Unless you're asked, **don't talk about salary** on the first interview.
- Listen to what the interviewer is asking and think about your answer.

FOLLOW UP

- How did you do? What can you do better the next time you are interviewed?
- Call or write the employer to thank him/her for taking the time to interview you. If you weren't hired on the spot, let the employer know that you're still interested in the job.



POCKET RESUME

Use this form to record information needed for your job interviews. Fill in the blanks. Take this guide with you on job interviews, and refer to it when you fill out applications.

Name:

Social Security Number:

Driver's License Number: