



# Pocket Résumé

## For A Job Interview

### Before the Interview

- ☐ Learn all you can about the company
- ☐ Have specific job or jobs in mind
- ☐ Complete Pocket Résumé
- ☐ Mentally review your qualifications for job
- ☐ Practice answering questions about yourself
- ☐ Ask for location, directions, start time, and expected duration of interview, as well as parking guidelines
- ☐ Drive by location of building the day before
- ☐ Ask interviewer's name, title, and role with company

### During Tests

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

### During the Interview

- ☐ Go alone
- ☐ Be clean and well groomed
- ☐ Dress appropriately, neatly, and conservatively
- ☐ Be prompt
- ☐ Do not smoke or chew gum
- ☐ Keep your phone dark, silent, and out of sight
- ☐ Answer questions directly and truthfully
- ☐ Use good manners
- ☐ Use proper grammar and good diction
- ☐ Be enthusiastic
- ☐ Listen, maintain eye contact, and 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 _____
Address _____	Address _____
Job Title _____	Job Title _____
Dates _____ Salary _____	Dates _____ Salary _____
Employer _____	Employer _____
Address _____	Address _____
Job Title _____	Job Title _____
Dates _____ Salary _____	Dates _____ Salary _____
Employer _____	Employer _____
Address _____	Address _____
Job Title _____	Job Title _____
Dates _____ Salary _____	Dates _____ Salary _____
Military Service _____	
Certificates _____	
Special Training _____	
Hobbies or Interests _____	

### References

(Get permission before using names)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Email \_\_\_\_\_  
  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Email \_\_\_\_\_