



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 _____