

Skills and Abilities

Honors and Awards

Leadership Activities

The actual interview

- Be prompt
- Unless the interviewer uses your name, introduce yourself politely
- Shake hands firmly, but briefly
- Answer questions directly and truthfully
- Be courteous, professional, and cooperative
- Ask questions and show enthusiasm
- Thank the person for his/her time

Questions to expect

1. Tell me about yourself
2. Why should I hire you?
3. Why are you interested in this job?
4. What are your greatest strengths/weaknesses?
5. How has your training/education prepared you for this job?
6. What would your teachers, former employers, or references say is your strongest trait?
7. Do you understand that you may be subject to a drug test and background check if you are hired?
8. When are you available to work?

Questions you could ask

1. Would you describe a typical work day?
2. Can this job lead to other positions with the company?
3. What skills are most important for this position?
4. If hired, would I report directly to you or someone else?
5. How is this job important to the company or agency?
6. How would I be trained or introduced to this job?
7. When can I expect to hear from you?
8. May I contact you by phone or e-mail?

Follow-up

- Write a thank you letter within 24 hours of the interview.

Pocket Résumé

The pocket survival tool for job applications and interviews

Preparing for the job interview

- Fill in this pocket résumé
- Learn something about the company
- Have a specific job in mind
- Review your qualifications for the job
- Be prepared to answer broad questions about yourself

Appearance

- Neat and clean grooming
- Appropriate clothing
- Make-up in good taste

What to take with you

- This pocket résumé
- Small pad or notebook and a pen or pencil
- Samples of your work



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Name: _____ Driver's License No: _____ Social Security No: _____
Last First MI

Address: _____ Telephone: _____
Street City State Zip Area Code

Emergency Contact: _____
Name Address City State Zip Telephone

Note: Personal information, especially your driver's license and Social Security number, should be kept secure for protection from identify theft. You may not want to record this information on your Pocket Résumé. If you do choose to record it, please make sure you keep your Pocket Résumé secure at all times.

EDUCATION

Level of Education	Name & Location of School	From: Mo/Yr	To: Mo/Yr	Subjects Studied/Degree or Certificate Earned	Year Grad.
High School					
College					
Trade, Business or Correspondence School					
Other Training Opportunities					

EXPERIENCE (paid work experience, volunteer, related school experience, etc.)

Dates: Mo/Yr	Name & Address of Employer	Supervisor	Phone Number	Salary	Position	Reason for Leaving

REFERENCES (not related to you)

Name	Relationship to you	Address	Day Phone Number

Date I last updated my pocket résumé: _____

Name: _____ Driver's License No: _____ Social Security No: _____
Last First MI

Address: _____ Telephone: _____
Street City State Zip Area Code

Emergency Contact: _____
Name Address City State Zip Telephone

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