

Skills and Abilities:

Honors and Awards:

Leadership Activities:

The actual interview:

- Be on time.
- Show interest or enthusiasm.
- Turn your cell phone off.
- Clarify any uncertainties.
- Be polite, respectful, and professional.
- Shake hands firmly.

Typical questions that interviewers ask:

- What are your strengths?
- What are your weaknesses?
- Why are you interested in this job?
- What are your future career plans/goals?
- What would you do if you had a conflict with a co-worker?

Questions you could ask:

- What will my average day look like?
- Can you describe an ideal employee?
- What kind of work can I expect to be doing the first year?
- _____
- _____
- _____
- _____
- _____

Follow up:

- Write a thank you letter with 24 hours of your interview.



Pocket Resume

Prepare for the job interview:

- Complete this pocket resume!
- Research the company.
- Review the job posting.
- Practice answering interview questions.

Appearance:

- Dress appropriately- dress a step above normal work attire.
- Get a fresh haircut.
- Remove facial piercings
- Cover tattoos
- Light make up and perfume/cologne.

What to bring with you:

- Your resume
- Small note pad
- Pen
- Work samples

Detach and remove this portion of the page

Name: _____ Driver's License Number: _____
Last First Middle

Address: _____ Home Phone: _____
Street City State Zip Cell Phone: _____

Emergency Contact: _____
Name Address City State Zip Phone

Education:

Level of Education	Name and Location of School	From: Month/Year	To: Month/Year	Subjects Study/Degree or Certification Earned	Year Graduated
High School					
College					
Trade School					
Other Training Opportunities					

Experience: (paid work experience, volunteer, related school experience, etc.)

Dates: Month/Year - Month Year	Name and Location of Employer	Supervisor	Phone Number	Salary	Position	Reason for Leaving

References: (teacher, neighbor, case manager, coach, etc.)

Name	Relationship to You	Address	Day Phone Number

Date Last Updated: _____

