

My Pocket Résumé



**A Tool to Assist in the Job
Application Process**

Date of Birth	Social Security #	Driver's License #

Personal Information

Home Address	Phone Numbers	
House # & Street	Home	
City/State/Zip	Cell	
	Other	

Education

Name and Address of School	Highest Grade Completed?	How long attended?
	Year Graduated?	Course/certificate or degree?
Name and Address of School	Highest Grade Completed?	How long attended?
	Year Graduated?	Course/certificate or degree?
Other training, classes, etc.		
Any tools, equipment, or machines operated		

Previous Employment

Employer's Name & Address	Name of Supervisor	Worked From/To Dates	Wage or Salary

References

Name	Address	Phone Number

Your Job Interview

Be Prepared Before You Go

- Know something about the business or employer
- Complete the Pocket Résumé
- Review job qualifications to be sure you are qualified

Exhibit Appropriate Appearance and Attitude

- Be appropriately dressed for the interview
- Be alert and interested
- Be polite and positive
- Leave troubles and bad attitude at home

At the Interview

- Answer all questions directly and truthfully
- Be able to tell why you want to work for the employer
- Listen carefully to what the interviewer says
- Don't be afraid to ask questions

If You Have to Take a Test

- Listen to or read instructions carefully
- Read each question thoroughly
- Write legibly – use a pen with black or blue ink

Take These Items with You to the Interview

- Social Security Card
- Driver's License or State ID Card
- Pocket Résumé and a black or blue ink pen

Notes/Reminders