

# My Pocket Résumé



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

<b>Date of Birth</b>	<b>Social Security #</b>	<b>Driver's License #</b>

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