



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 point?
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 to 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 Resume

The pocket survival tool for job applications and interviews.

- Preparing for the job interview
- Fill in this pocket resume!
- 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 resume!
- Small pad or notebook and a pen or pencil.
- Samples of your work.

(Original created by www.sdjobs.org)
www.library.pima.gov



GET
started



POCKET RESUME

Name: _____ Driver's License No.: _____ Social Security No.: _____

Last First MI

Address: _____ Telephone: _____

Street City State Zip Area Code

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

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

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

Name	Relationship to You	Address	Day Phone Number