#### 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 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.



Phone: 520-791-4010

[www.library.pima.gov](http://www.library.pima.gov)

 (Original created by www.sdjobs.org)

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Name:

Last First MI

Driver’s License No.: Social Security No.:

*Note: Personal information, especially your*

Address: Telephone:

Street City State Zip Area Code

Emergency Contact:

Name Address City State Zip Telephone

**EDUCATION:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 |  |  |  |  |  |

### **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)

*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.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Relationship to You** | **Address** | **Day Phone Number** |
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Date I last updated my pocket résumé:

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