

**Skills and Abilities:**

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**Honors and Awards:**

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**Leadership Activities:**

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**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 interviewer(s) for their time.

**Questions to Expect:**

1. Tell me about yourself.
2. Why are you the best candidate for the job?
3. Why are you interested in this job?
4. What are your greatest strengths? Weaknesses?
5. How has your education/training prepared you for this job?
6. What would your teachers, former employers, or references say about you?
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 to Ask:**

1. Would you describe a typical work day?
2. Can this job lead to other positions in the company?
3. What skills are most important in this position?
4. If hired, would I report directly to you, or someone else?
5. Do you provide training opportunities?
6. When can I expect to hear from you?
7. Can 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
- Practice answering likely interview questions

**Appearance**

- Neat and clean grooming
- Appropriate clothing
- Make-up in good taste

**What to take with you**

- This pocket resume
- Small pad and pen
- Samples of your work



**RESEARCH & ANALYSIS BUREAU**  
 P.O. Box 1728 Helena, MT 59624-1728  
 Ph: (800) 541-3904 [www.ourfactsyourfuture.org](http://www.ourfactsyourfuture.org)

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Name: \_\_\_\_\_ Driver's License No.: \_\_\_\_\_ Social Security No.: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Street City State Zip Area Code

In case of EMERGENCY, notify: \_\_\_\_\_  
Name Address City State Zip Telephone

**EDUCATION:**

Level of Education	Name & Location of School	From: (Mo./Yr.)	To: (Mo./Yr.)	Subject 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)*

Name	Relationship to You	Address	Day Phone

Date I last updated my Pocket Resume: \_\_\_\_\_

Name: \_\_\_\_\_ Driver's License No.: \_\_\_\_\_ Social Security No.: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
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