

Pocket Resume for Job Interview



References

(Receive permission before using names)

Name _____

Phone _____ Company _____

Position _____

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Position _____

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Position _____

Preparation for Interview

- Learn something about the company.
- Have specific job or jobs in mind.
- Review, in your mind, your qualifications for the job.
- Be prepared to answer broad questions about yourself.

Appearance

- Well groomed.
- Suitably dressed.

Interview

- Be prompt.
- Answer questions directly and truthfully.
- Be well mannered.
- Use proper grammar and good diction.
- Be enthusiastic and cooperative.
- Don't be afraid to ask questions.

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