Pocket Résumé

For a Job Interview

# Before the Interview

Learn all you can about the company

Have a specific job or jobs in mind

Complete Pocket Résumé

Mentally review your qualifications for job

Practice answering questions about yourself

Ask for location, directions, start time, and expected duration of interview, as well as parking guidelines

Drive by location of building the day before

Ask interviewer’s name, title, and role with company

# During Tests

Listen to instructions

Read each question thoroughly

Write legibly

Don’t dwell too long on one question

If unsure, stay with your answer

# During the Interview

Go alone

Be clean and well groomed

Dress appropriately, neatly, and conservatively

Be prompt

Do not smoke or chew gum

Keep your phone dark, silent, and out of sight

Answer questions directly and truthfully

Use good manners

Use proper grammar and good diction

Be enthusiastic

Listen, maintain eye contact, and ask questions

Thank the interviewer

Employers often ask for this information at a job interview. Fill in this résumé ahead of time and take it with you as a reference. Add additional sheets if necessary.

# Education

School       
Address       
Course/Subject       
Degree Date

School       
Address       
Course/Subject       
Degree Date

Activities (clubs, offices, sports, etc.)       
Honors

# Previous employment

(Summer and part-time jobs, too)

Employer       
Address       
Job Title       
Dates Salary

Employer       
Address       
Job Title       
Dates Salary

Employer       
Address       
Job Title       
Dates Salary

Employer       
Address       
Job Title       
Dates Salary

Employer       
Address       
Job Title       
Dates Salary

Employer       
Address       
Job Title       
Dates Salary

Military Service       
Certificates       
Special Training       
Hobbies or Interests

# References

(Get permission before using names)

Name       
Address       
Telephone Number       
Email

Name       
Address       
Telephone Number       
Email

Texas Workforce Commission

101 East 15th Street, Room 0252  
Austin, Texas 78778-0001  
Phone: 512-936-3200  
Fax: 512-936-3204  
[www.texasworkforce.org/labormarket](http://www.texasworkforce.org/labormarket)  
Career Information Hotline: 800-822-7526

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay Texas: 800-735-2989 (TTY) and 711 (Voice).