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).