Pocket Resume

The pocket guide for job applications and interviews

Preparation

* Fill in Pocket Resume.
* Learn something about the company
* Have specific job or jobs in mind.
* Review your qualifications for the job.
* Be prepared to answer broad questions.

Appearance

* Well groomed.
* Suitably dressed.
* Make-up in good taste.

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.

Arkansas Division of Workforce Services

[www.dws.arkansas.gov](http://www.dws.arkansas.gov)

Name

Driver’s License Number

Address

Telephone

Skills and Abilities

Honors and Awards

Leadership Activities

Education

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Level of Education | Name and Location of School | From: (Month/Year) | To: (Month/Year) | Courses/Subject of Study | Year Graduated |
| High School |  |  |  |  |  |
| College |  |  |  |  |  |
| Vocational |  |  |  |  |  |
| Other Education Opportunities |  |  |  |  |  |

Prior Employment (Full and Part-time Jobs)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dates: (Month/Year) | Name and Address of Employer | Position | Supervisor | Phone Number | Reason for Leaving |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

References: (not related to you and ask permission first)

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Relationship to you | Address | Phone Number |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |