



## Pocket Résumé

Keep this handy to assist you with applications and job interviews.

### Preparing for Job interview:

- Learn about the company
- Have a specific job in mind
- Review your job qualifications
- Practice answering possible interview questions

### Appearance:

- Neat and clean
- Appropriate clothing
- Tasteful makeup

What to take



VIRGINIA  
WORKS

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**The actual interview:**

- Be prompt.
- Unless the interviewer uses your name, introduce yourself politely.
- Shake hand briefly, but firmly.
- Answer questions directly and honestly.
- Be polite, professional, and cooperative.
- Ask questions and show enthusiasm.
- Thank the interviewer(s) for their time.

**Skills and abilities:**

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**Leadership/honors/awards:**

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**Possible Interview Questions:**

- Tell me about yourself?
- Why are you interested in the job?
- Why are you the best candidate?
- What are your strength/weaknesses?
- How has your education/training/experience prepared you for this job?
- When are you available to work?

**Questions to ask:**

- How is a typical work day?
- Can this job lead to other opportunities?
- What skills are most important for this position?
- When can I expect to hear from you?
- Can I contact you by phone or email?

**Follow-up:**

- Write a thank you email within 24 hours of interview

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Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_  
 Phone: (Home) \_\_\_\_\_ Cell: \_\_\_\_\_

**Education**

Level of Education	Name & Location of School	From:(Mo./Year)	To:(Mo./Year)	Major/Certification/Degree
High School				
College				
Trade/Business School				
Other Training				

**Experience (Paid work experience, internships, volunteer, etc.)**

Company Name & Address	Dates: (Mo./Year)	Position/salary	Supervisor	Phone No.	Reason for Leaving

**References**

Name	Address	Phone number	Relationship to you

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