Education

Level Of Education	Name & Location Of School	From:(Mo./Yr.)	To:(Mo./Yr.)	Courses/Subject Of Study	Year Grad.
High School					
College					
Vocational					
Other Education Opportunities					

Prior Employment (Full And Part-time Jobs)

Dates:(Mo./Yr.)	Name & 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

DWS OCI 6/09

Fold Here

Name

Driver's License Number

Address

Telephone

Fold Here

Honors and Awards

Leadership Activities

Skills and Abilities

Fold Here

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