

Name \_\_\_\_\_

Driver's License Number \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

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Skills and Abilities

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Honors and Awards

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Leadership Activities

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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# 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.



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Name	Relationship to you	Address	Phone Number

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

Dates:(Mo./Yr.)	Name & Address of Employer	Position	Supervisor	Phone Number	Reason for Leaving

Prior Employment (Full And Part-time Jobs)

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

Education

Other Education Opportunities

Vocational

College

High School