



Pocket Résumé

For A Job Interview

Before the Interview

- Learn all you can about the company
- Have 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 first answer

During the Interview

- Go alone
- Be clean and well groomed
- Dress appropriately, neatly, and conservatively
- Be prompt
- Do not smoke or chew gum
- 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