

## FRONT



### Pocket Resume & Interview Guide

Delaware Department of Labor  
Office of Occupational & Labor Market Information  
19 West Lea Blvd. - Wilmington, DE 19802  
Kristie Manley (302) 761-8064

#### Prepare for your interview

- \* Know yourself - your skills, interests, work styles, learning styles, personality, and aptitudes
- \* Make sure you understand the job description
- \* Review your qualifications for the job
- \* Research the company and the interviewer (if possible)
- \* Write down the answers to typical interview questions
- \* Practice interviewing with someone who will provide you with constructive feedback

#### Your appearance and mindset

- \* Be well rested
- \* Dress appropriately; be neat and clean
- \* Avoid too much deodorant, perfume, make-up
- \* Take your most positive and winning attitude

#### Things to take with you

- \* Resume
- \* Social Security Card
- \* Application
- \* Work Samples/Portfolio
- \* Work Permit (if under 18)
- \* List of References
- \* Picture ID/License
- \* Paper & Pen/Pencil

#### The Interview

- \* Arrive 10-15 minutes early
- \* Turn off your cell phone
- \* Do not smoke or chew gum
- \* Act naturally and be confident!
- \* Shake hands firmly, make eye contact, and smile
- \* Use appropriate language and good posture
- \* Be polite and remember your manners
- \* Know the name of your interviewer and use it during conversation
- \* Listen carefully and take notes (as needed)
- \* Answer questions clearly and honestly; show why you would be an asset to the organization
- \* Do not criticize former employers
- \* Ask questions and show enthusiasm about the job
- \* Thank the interviewer before leaving
- \* Send a thank you letter or email within 24 hours
- \* Resist the urge to post about it on social media

<http://lmi.delawareworks.com>

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#### Education

School: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Diploma/Degree: \_\_\_\_\_  
Pathway/Major: \_\_\_\_\_  
Activities /Skills: \_\_\_\_\_  
Honors/Awards: \_\_\_\_\_  
Other: \_\_\_\_\_

#### Work/Volunteer Experience

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Job Title: \_\_\_\_\_  
From: \_\_\_\_\_ to: \_\_\_\_\_ Phone: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
Job Title: \_\_\_\_\_  
From: \_\_\_\_\_ to: \_\_\_\_\_ Phone: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Emergency Contact

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

#### References

Name: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Name: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Name: \_\_\_\_\_  
Contact: \_\_\_\_\_

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