

FRONT



Pocket Resume & Interview Guide

Delaware Department of Labor
Office of Occupational & Labor Market Information
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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>

BACK

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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