

WORK HISTORY

(Begin with latest job, then previous, etc.)

Company: _____

Street: _____

City: _____ State: _____ Zip: _____

Job Title: _____

Duties (Describe completely): _____

Pay: _____ Dates Worked: _____

Company: _____

Street: _____

City: _____ State: _____ Zip: _____

Job Title: _____

Duties (Describe completely): _____

Pay: _____ Dates Worked: _____

Company: _____

Street: _____

City: _____ State: _____ Zip: _____

Job Title: _____

Duties (Describe completely): _____

Pay: _____ Dates Worked: _____

EDUCATION

(List High School and/or College attended)

School and Location: _____

Course Taken: _____

Degree/Certificate: _____

Years Attended: _____

Other: _____

OTHER

* Military Information (List branch, dates and rank): _____

*Hobbies, Interests, Awards (Optional): _____

REFERENCES

(Ask permission before using names)

Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

SPECIAL INFORMATION

This information is provided to make your job search, application and interview process more successful.

1. Always go to your interview prepared (have ID's, **Social Security card, driver's license, driving record,** and **special certifications handy**).
2. Always dress properly when going on an interview or even job hunting.
3. Prepare yourself for the types of questions which may be asked (have a practice interview).
4. Learn something about the company and its products/services before completing the application or going on the interview.
5. Keep this form in your wallet to aid in completing your application.

Compiled by Baltimore Office – Quality Circle
MARYLAND DEPARTMENT OF LABOR,
LICENSING AND REGULATION

Let the Maryland One-Stop Career Centers help you find the job you want. To find the location of the Center nearest you, access www.dllr.state.md.us or call the Division of Workforce Development at 410-767-2173; TTY users, call via the Maryland Relay Service.

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Pocket Résumé for Job Interview

PREPARATION

- Learn something about the company.
- Have a specific job or jobs in mind.
- Fill in this Pocket Résumé.
- Review in your mind your qualifications for the job.
- Be prepared to answer broad questions about yourself.

APPEARANCE

- Be well groomed.
- Be suitably dressed.

TESTS

- Listen to instructions.
- Read each question through.
- Write legibly.
- Return to difficult or long questions.

INTERVIEW

- Be prompt.
- Answer questions directly and truthfully.
- Be well mannered.
- Use proper grammar and good diction.
- Be enthusiastic and cooperative.
- Ask questions.