

# POCKET RESUME

The pocket guide for job applications and interviews

## PREPARATION

- Fill in Pocket Resume.
- Learn something about the company.
- Have a 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.



Arkansas Division of  
Workforce Services

[www.discover.arkansas.gov](http://www.discover.arkansas.gov)

## SKILLS AND ABILITIES

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## HONORS AND AWARDS

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## LEADERSHIP ACTIVITIES

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NAME

DRIVER'S LICENSE NUMBER

ADDRESS

TELEPHONE

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-TIME AND PART-TIME JOBS)

LEVEL OF EDUCATION	NAME & LOCATION OF SCHOOL	FROM: (MO./YR.)	TO: (MO./YR.)	COURSES/SUBJECT OF STUDY	YEAR GRAD.
High School					
College					
Vocational					
Other Education Opportunities					

## EDUCATION