

# Pocket Résumé

The following information is typically asked for on a job application. Fill out this sheet and take it with you.

Name \_\_\_\_\_

## EDUCATION

School \_\_\_\_\_

Address \_\_\_\_\_

Training Program \_\_\_\_\_

Expected date of graduation \_\_\_\_\_

SkillsUSA Experience (*offices, contests, committees*):

\_\_\_\_\_

PDP levels completed 1 2 3 4 5

Other activities (*clubs, offices, sports, volunteer work*):

\_\_\_\_\_

## PREVIOUS EMPLOYMENT

Job Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Phone number \_\_\_\_\_

Duties \_\_\_\_\_

Salary (*per hour or per week*) \_\_\_\_\_

Dates of employment \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving \_\_\_\_\_

## PREVIOUS EMPLOYMENT

Job Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Phone number \_\_\_\_\_

Duties \_\_\_\_\_

Salary (*per hour or per week*) \_\_\_\_\_

Dates of employment \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving \_\_\_\_\_

## REFERENCES (*personal or professional*)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

## OTHER

Social security number \_\_\_\_\_

Driver's license number \_\_\_\_\_

## Preparation

- Review your skills, abilities and work experience
- Fill out your Pocket Résumé
- Investigate potential companies
- Call or e-mail to see if these firms are hiring
- Ask friends if they know of jobs that are available
- Practice job interviewing with a friend or parent

## Appearance

- Dress neatly and somewhat conservatively
- Get a haircut, if needed
- Avoid heavy make up, jewelry or cologne
- Role-play handshakes and introductions
- Make good eye contact with people you meet
- Remember to smile!

## Job Applications

- Fill out applications neatly and completely
- Doublecheck online forms before submitting
- List all jobs held, including dates of employment
- List each supervisor (name and phone number)
- Include specific job duties and other details
- List any special skills or knowledge
- List volunteer work and SkillsUSA activities
- Attach a copy of your résumé

## Job Testing

- Have paper, a pencil and a pen
- Listen to or read all instructions carefully
- If you have questions, ask before you start
- On written tests, read each question slowly
- Write neatly or circle answers neatly

## Job Interviews

- Be on time for all appointments
- Answer all questions directly and truthfully
- Use your best manners, and be friendly!
- Be enthusiastic about the potential job
- Don't be afraid to ask questions
- Sell yourself, your abilities and skills
- Go alone (you should not take friends along)