



EMPLOYMENT SECURITY

# POCKET RESUME



## Preparing for the Interview

- Fill in this pocket resume (*completely-you'll be surprised what you can't remember in the moment*).
- Learn something about the company (*most have websites now making this easier*).
- Have a specific job in mind.
- Obtain a description of the job for which you are applying.
- Review your qualifications for that job (*know how you fit the position*).
- Be prepared to answer broad questions.

## Appearance

- Neat & clean grooming.
- Appropriate clothing.
- Make-up in good taste.

## The Interview

- Be prompt (*15 minutes prior is good*).
- Unless the interviewer uses your name, introduce yourself politely.
- Shake hands firmly, but briefly.
- Answer questions directly and truthfully.
- Be clear, factual and brief.
- Be courteous, professional, and cooperative.
- Ask questions and show enthusiasm.
- Thank the person for their time.

## Questions they may ask you:

- Tell me about yourself (*don't ramble on*).
- Why should I hire you? (*be succinct*)
- Why are you interested in the job?
- What are your strengths (*easy*)?
- Your weaknesses (*not so easy*)?
- How has your training/education prepared you for this job?
- What would your teachers, former employes or references say about you? (*accentuate the positive*)
- Do you understand that you may be subject to a drug test and background check if you are hired?

## Questions you could ask them:

*(Only ask if not already mentioned)*

- Would you describe a typical work day?
- Can this job lead to other positions within the company?
- What skills are most important for this job?
- If hired, who would I report to?
- What is the salary/benefits being offered?
- Do you provide training? What kind?
- When can I expect to hear from you?
- Can I contact you by phone or email?

## Follow-up:

You will want to write a thank-you letter within 24 hours of the interview. (*be brief*)

NH Employment Security is a proud member of  
America's Workforce Network & NH WORKS.  
[www.nhes.state.nh.gov](http://www.nhes.state.nh.gov)



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TDD/TYY ACCESS RELAY NH 1-800-735-2964.

## TELEPHONE NUMBERS

Name \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_ Non US Citizen Green Card # \_\_\_\_\_  
 Address \_\_\_\_\_ Emergency Contact Name \_\_\_\_\_ Position(s) Wanted \_\_\_\_\_  
 Email \_\_\_\_\_ Contact # \_\_\_\_\_ Languages Fluent \_\_\_\_\_

EDUCATION	Level of Education	School Name / Location	From (MM / YY)	To (MM / YY)	Studies / Degrees / Certificates	Year Graduated
	High School					
	College					
	Trade / Business					
	Other (inc. job shadowing)					

EXPERIENCE / EMPLOYMENT <small>(paid work, volunteering, community service, etc...)</small>	Start & End Dates	Employer Name	Address	Supervisor Name	Phone #	Salary / Hourly	Position	Reason for Leaving	

**SKILLS & ABILITIES**

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**HONORS & AWARDS, LEADERSHIP ACTIVITIES**

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