

References

Name:

Address:

Phone:

Position:

Years Known:

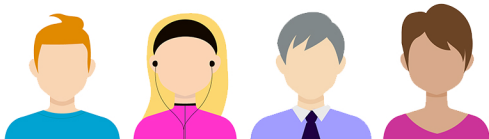
Name:

Address:

Phone:

Position:

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Interview Tips



Be on time or 10 minutes early



Dress in business casual clothing



Well groomed



Be friendly and positive



Know the duties your job may require



Be enthusiastic and cooperative



Bring ID cards with you



Turn cellphone and other distractions off



Ask questions about the job you would like to have



_____'s
Pocket Resumé



Personal Data

Name:

Address:

Phone:

Email:

Emergency Contact

Name:

Phone:

Relationship:



Education

School:

Dates Attended:

From: _____ To: _____

Activities:

Honors/Awards:

Volunteer:



School:

Dates Attended:

From: _____ To: _____

Activities:

Honors/Awards:

Volunteer:

Work Experience

Employer:

Address:

Dates employed:

From: _____ To: _____

Title:

Supervisor:



Employer:

Address:

Dates employed:

From: _____ To: _____

Title:

Supervisor:
