

FRONT



Pocket Resume & Interview Guide

Delaware Department of Labor
Office of Occupational & Labor Market Information
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Prepare for your Interview

- * Know yourself - your skills, interests, work styles, learning styles, personality, and aptitudes
- * Review your qualifications for the job
- * Learn all you can about the company/organization
- * Write down the answers to typical interview questions
- * Practice interviewing with someone who will provide you with constructive feedback

Your appearance and mindset

- * Dress appropriately; be neat and clean
- * Avoid too much deodorant, perfume, make-up
- * Take your most positive and winning attitude

Things to take with you

- * Resume
- * Social Security Card
- * Application
- * Work Samples/Portfolio
- * Work Permit (if under 18)
- * List of References
- * Picture ID/License
- * Paper & Pen/Pencil

The Interview

- * Be well rested and arrive a few minutes early
- * Turn off your cell phone
- * Do not smoke or chew gum
- * Act naturally and be confident!
- * Shake hands firmly and make eye contact
- * Use appropriate language and good posture
- * Know the name of your interviewer and use it during conversation
- * Listen carefully
- * Answer questions clearly and honestly; show why you would be an asset to the organization
- * Do not criticize former employers
- * Ask questions and show enthusiasm about the job
- * Thank the interviewer before leaving
- * Send a thank you letter or email within 24 hours of the interview

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BACK

Education

School: _____

Address: _____

Phone: _____

Diploma/Degree: _____

Pathway/Major: _____

Activities /Skills: _____

Honors/Awards: _____

Other: _____

Work/Volunteer Experience

Employer: _____

Address: _____

Job Title: _____

From: _____ to: _____ Phone: _____

Duties: _____

Employer: _____

Address: _____

Job Title: _____

From: _____ to: _____ Phone: _____

Duties: _____

Emergency Contact

Name: _____

Phone: _____ Relationship: _____

References

Name: _____

Contact: _____

Name: _____

Contact: _____

Name: _____

Contact: _____

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