

POCKET RESUME

MARK BUTLER, COMMISSIONER
GEORGIA DEPARTMENT OF LABOR



References (Receive permission before using names)

Name _____

Phone _____ Company _____

Position _____

Address _____

Name _____

Phone _____ Company _____

Position _____

Address _____

Name _____

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Address _____

Preparation for Interview

- Learn something about the company.
- Have specific job or jobs in mind.
- Review, in your mind, your qualifications for the job.
- Be prepared to answer questions about yourself, your experience and your skills. Relate them to the job.
- Prepare questions to ask the interviewer.

Appearance

- Well groomed.
- Suitably dressed.

Interview

- Be prompt.
- Answer questions directly and truthfully.
- Be well mannered.
- Turn off your cell phone.
- Use proper grammar and good diction.
- Be enthusiastic and cooperative.
- Don't be afraid to ask questions.
- Ask for the job.
- Send a thank you note.

Complete the information below to use as a pocket reference for your resume and your application.

Name _____

Email Address _____

Web Page Address _____

Address _____

City _____ State _____ ZIP _____

Phone(s) _____

Previous Employment (Start With Most Recent)

Name of Employer _____

Address _____

Job Title _____

Dates _____ FROM - TO _____ Salary _____

Reason for Leaving _____

Supervisor _____ Phone _____

Name of Employer _____

Address _____

Job Title _____

Dates _____ FROM - TO _____ Salary _____

Reason for Leaving _____

Supervisor _____ Phone _____

Name of Employer _____

Address _____

Job Title _____

Dates _____ FROM - TO _____ Salary _____

Reason for Leaving _____

Supervisor _____ Phone _____

Dates of Military Service _____

Branch _____

Special Skills _____