

# **MOST COMMON INTERVIEW QUESTIONS**

- What can you tell me about yourself?
- What's your biggest weakness?
- Why should we hire you?
- Where do you see yourself in five years?
- Why did you apply for this job?
- Why do you want to leave your current job?



- Research the potential employer and learn more about their company, mission statement, history and values
- Lay out your clothes, resume, portfolio and a detailed map for your interview the night before.
- Avoid wearing strong fragrances.
- Arrive 10-15 minutes early.
- If you're thirsty, drink water. You don't want to stain your clothes with soda or coffee.

# **INTERVIEW PREP**

# **INTERVIEW QUESTIONS FOR YOU TO ASK**

- What are the daily responsibilities of this job?
- What growth opportunities are there in the department and the company?
- If you could change anything about the working environment, what would it be?
- What are your company's greatest challenges?
- How does this department fit into the company's goals?
- What's the average tenure for employees?

- Be sure to get the contact information of who you're meeting with.
- Send a "thank you" card or email the same day you interview.
- Consider what you did right and what you could improve.
- Take a deep breath and pat yourself on the back.

# **WHEN IT'S FINISHED**

- Smile, relax and show some confidence.
- Be positive. Avoid speaking negatively about a previous employer or past co-workers.
- Keep your interview answers short, but full of experience, skills and accomplishments.
- Be honest about your successes, and also about your weaknesses.

# **KEEP IN MIND**

# **POCKET RESUME**



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- Try to keep it to one page, unless you have an extensive work history.
- If you have held several jobs, only include the three or four most relevant jobs and explain any gaps in time.
- Include some of the words and phrases that are in the job description.
- Use specific numbers when describing work experience, like money saved, people served or units assembled.
- Avoid typos and grammatical errors by asking others to review your resume.
- Your resume shouldn't be the same for all job openings. Customize it to the job description to highlight your experience that matches.

# **RESUME TIPS**

## PERSONAL INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Mi: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

## EDUCATION

Name and location of high school, college, or trade/business/correspondence:

\_\_\_\_\_

From (Month/Year) \_\_\_\_\_ To (Month/Year): \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Subject Studied/Major: \_\_\_\_\_

Degree/Certification Earned: \_\_\_\_\_

## WORK HISTORY

(Previous work experience, volunteer activities, school experience, etc.)

Name and Address of Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Job Duties (What did you do there? What were your accomplishments? Be Specific):

\_\_\_\_\_

\_\_\_\_\_

Name and Address of Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Job Duties (What did you do there? What were your accomplishments? Be Specific):

\_\_\_\_\_

\_\_\_\_\_

Name and Address of Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Job Duties (What did you do there? What were your accomplishments? Be Specific):

\_\_\_\_\_

\_\_\_\_\_

## REFERENCES

(Those not related to you who can vouch for your work experience, commitment, or attitude)

Name: \_\_\_\_\_

Relation: \_\_\_\_\_

Occupation: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Email : \_\_\_\_\_

Name: \_\_\_\_\_

Relation: \_\_\_\_\_

Occupation: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Email : \_\_\_\_\_

Name: \_\_\_\_\_

Relation: \_\_\_\_\_

Occupation: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Email : \_\_\_\_\_

## PERSONAL COMMENTS

(List any personal qualities, awards, certifications, memberships, or hobbies that would be important to the employer and relevant to the job.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_