

Personal

POCKET, RESUMÉ



Pennsylvania Higher Education Assistance Agency

Personal Data

Name: _____

Address: _____

Years Lived there: _____ Phone: _____

Email: _____

Birthplace: _____

Birth date: _____

Driver's License #: _____

Work permit? Yes _____ No _____

Father's name: _____

Mother's name: _____

IMPORTANT NAMES & PHONE NUMBERS

Name & #: _____

Name & #: _____

Name & #: _____

Name & #: _____

Name & #: _____

Name & #: _____

Education

ELEMENTARY

Name of school: _____

Address: _____

Dates attended: from _____ to _____

MIDDLE SCHOOL

Name of school: _____

Address: _____

Dates attended: from _____ to _____

HIGH SCHOOL

Name of school: _____

Address: _____

Dates attended: from _____ to _____

Special subjects taken: _____

Activities: _____

Honors/Awards: _____

Interests and Hobbies: _____

Work Experience

(begin with most recent job)

Employer: _____

Address: _____

Phone: _____

Employed: from _____ to _____

Position held: _____

Nature of work: _____

Supervisor's name: _____

Employer: _____

Address: _____

Phone: _____

Employed: from _____ to _____

Position held: _____

Nature of work: _____

Supervisor's name: _____

Employer: _____

Address: _____

Phone: _____

Employed: from _____ to _____

Position held: _____

Nature of work: _____

Supervisor's name: _____

References

(preferably not a relative)

Name: _____

Address: _____

Phone: _____

Email: _____

Position: _____

Years known: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Position: _____

Years known: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Position: _____

Years known: _____

At the Interview

- ▶ Research your potential employer to be aware of their products, services and history.
- ▶ Be on time, and go in by yourself.
- ▶ Be well groomed and dress appropriately for the occasion.
- ▶ Be natural and friendly, but business-like.
- ▶ Relax, but not so much as to the point of chewing gum or leaning on the table.
- ▶ Know the specific jobs or areas in which you would like to work.
- ▶ Let the interviewer take the lead.
- ▶ Remove all negatives from your conversation.
- ▶ Avoid criticizing former employers.
- ▶ Be enthusiastic. Let the interviewer know you want the job.
- ▶ Bring I.D. cards, social security number and driver's license.
- ▶ Postpone discussing salary until you are offered the job or the employer brings up the subject.