

**Skills and Abilities**

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**Honors and Awards**

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**Leadership Activities**

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**The actual interview:**

- Be prompt.
- Unless the interviewer uses your name, introduce yourself politely.
- Shake hands firmly, but briefly.
- Answer questions directly and truthfully.
- Be courteous, professional and cooperative.
- Ask questions, and show enthusiasm.
- Thank the person for his/her time.

Rev. 09/16

**Questions to expect:**

1. Tell me about yourself.
2. Why should I hire you?
3. Why are you interested in this job?
4. What are your greatest strengths? Weaknesses?
5. How has your training/education prepared you for this job?
6. What would your teachers, former employers or references say is your strongest point?
7. Do you understand that you may be subject to a drug test and background check if you are hired?
8. When are you available to work?

**Questions you could ask:**

1. Would you describe a typical work day?
2. Can this job lead to other positions with the company?
3. What skills are most important for this position?
4. If hired, would I report directly to you, or to someone else?
5. How is this job important to the company or agency?
6. How would I be trained or introduced to this job?
7. When can I expect to hear from you?
8. May I contact you by phone or e-mail?

**Follow-up:**

- Write a thank you letter within 24 hours of the interview.

**Skills and Abilities**

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**Honors and Awards**

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**Leadership Activities**

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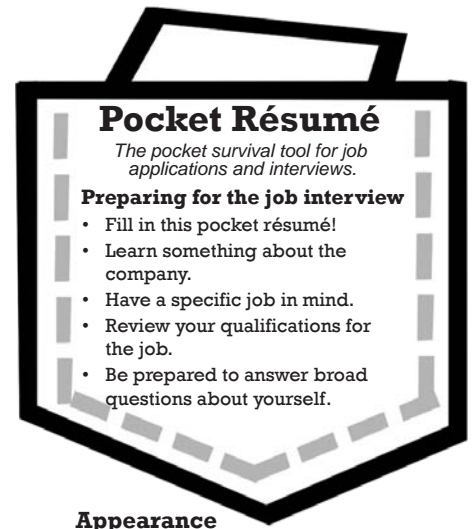
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**Appearance**

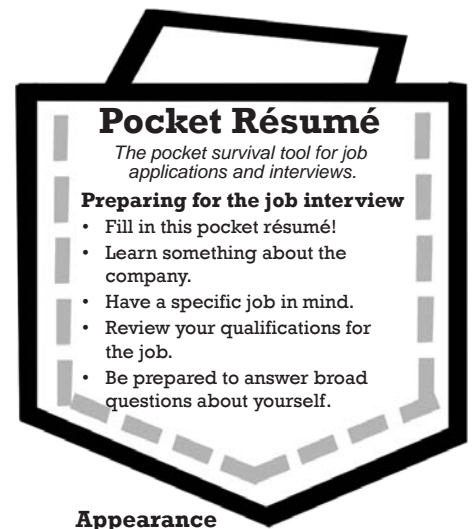
- Neat and clean grooming.
- Appropriate clothing.
- Make-up in good taste.

**What to take with you**

- This pocket résumé!
- Small pad or notebook and a pen or pencil.
- Samples of your work.



Labor Market Information Center  
 Phone: 605.626.2314  
[www.sdjobs.org/lmic](http://www.sdjobs.org/lmic)



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Name: \_\_\_\_\_ Driver's License No.: \_\_\_\_\_ Social Security No.: \_\_\_\_\_  
Last First MI  
 Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Street City State Zip Area Code  
 Emergency Contact: \_\_\_\_\_  
Name Address City State Zip Telephone

*Note: Personal information, especially your driver's license and Social Security number, should be kept secure for protection from identify theft. You may not want to record this information on your Pocket Résumé. If you do choose to record it, please make sure you keep your Pocket Résumé secure at all times.*

**EDUCATION:**

Level of Education	Name & Location of School	From: Mo./Yr.	To: Mo./Yr.	Subjects Studied/Degree or Certification Earned	Year Grad.
High School					
College					
Trade, Business or Correspondence School					
Other Training Opportunities					

**EXPERIENCE:** (paid work experience, volunteer, related school experience, etc.)

Dates: Mo./Yr.	Name & Address of Employer	Supervisor	Phone Number	Salary	Position	Reason for Leaving

**REFERENCES:** (not related to you)

Name	Relationship to You	Address	Day Phone Number

Printed on recycled paper

Date I last updated my pocket résumé: \_\_\_\_\_

Name: \_\_\_\_\_ Driver's License No.: \_\_\_\_\_ Social Security No.: \_\_\_\_\_  
Last First MI  
 Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Street City State Zip Area Code  
 Emergency Contact: \_\_\_\_\_  
Name Address City State Zip Telephone

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