

## WORK HISTORY

(Begin with latest job, then previous, etc.)

Company: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Duties (Describe completely): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Pay: \_\_\_\_\_ Dates Worked: \_\_\_\_\_

Company: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Duties (Describe completely): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Pay: \_\_\_\_\_ Dates Worked: \_\_\_\_\_

Company: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Duties (Describe completely): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Pay: \_\_\_\_\_ Dates Worked: \_\_\_\_\_

## EDUCATION

(List High School and/or College attended)

School and Location: \_\_\_\_\_  
\_\_\_\_\_  
Course Taken: \_\_\_\_\_  
Degree/Certificate: \_\_\_\_\_  
Years Attended: \_\_\_\_\_  
Other: \_\_\_\_\_  
\_\_\_\_\_

## OTHER

\* Military Information (List branch, dates and rank): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\*Hobbies, Interests, Awards (Optional): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## REFERENCES

(Ask permission before using names)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

## SPECIAL INFORMATION

This information is provided to make your job search, application, and interview process more successful.

1. Go to your interview prepared (have ID's, **social security card, driver's license, driving record, and special certifications handy**).
2. Dress properly when going on an interview or even when job hunting.
3. Prepare yourself for the types of questions which may be asked (have a practice interview).
4. Learn something about the company and its products/services before completing the application or going on the interview.
5. Keep this form in your wallet to aid in completing your application.

**STATE OF MARYLAND DEPARTMENT OF LABOR, LICENSING AND REGULATION** is an equal opportunity program. Auxiliary aids and services are available upon request to individuals with disabilities.

Let the **Maryland One Stop Career Centers** help you find your dream job. To find the location of the Center nearest you, access [dllr.maryland.gov](http://dllr.maryland.gov) or call the **Division of Workforce Development & Adult Learning** at 410-767-2173; TTY users, call via the **Maryland Relay Service**.



## Pocket Résumé for the Job Interview

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### PREPARATION

- Learn something about the company.
- Have a specific job or jobs in mind.
- Fill in this Pocket Résumé.
- Review in your mind your qualifications for the job.
- Be prepared to answer broad questions about yourself.

### APPEARANCE

- Be well-groomed.
- Be suitably-dressed.

### TESTS

- Listen to instructions.
- Read each question through.
- Write legibly.
- Return to difficult or long questions.

### INTERVIEW

- Be prompt.
- Answer questions directly and truthfully.
- Be well-mannered.
- Use proper grammar and good diction.
- Be enthusiastic and cooperative.
- Ask questions.