

## 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. Always go to your interview prepared (have ID's, **Social Security card, driver's license, driving record,** and **special certifications handy**).
2. Always dress properly when going on an interview or even 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.

Compiled by Baltimore Office – Quality Circle  
MARYLAND DEPARTMENT OF LABOR,  
LICENSING AND REGULATION

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**Let the Maryland One-Stop Career Centers help you find the job you want. To find the location of the Center nearest you, access [www.dllr.state.md.us](http://www.dllr.state.md.us) or call the Division of Workforce Development at 410-767-2173; TTY users, call via the Maryland Relay Service.**

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## Pocket Résumé for 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.