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DELAWARE DEPARTMENT OF LABOR

Pocket Resume & Interview Guide

Delaware Department of Labor
Office of Occupational & Labor Market Information
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Prepare for your Interview

* Know yourself - your skills, interests, work styles, learning styles, personality, and aptitudes
* Make sure you understand the job description
* Review your qualifications for the job
* Research the company and the interviewer (if possible)
* Write down the answers to typical interview questions
* Practice interviewing with someone who will provide you with constructive feedback

Your appearance and mindset

* Be well rested
* Dress appropriately; be neat and clean
* Avoid too much deodorant, perfume, make-up
* Take your most positive and winning attitude

Things to take with you

* Resume
* Application
* List of References
* Work Samples/Portfolio
* Picture ID/License
* Work Permit (if under 18)
* Paper & Pen/Pencil
* Questions to ask interviewer

The Interview

* Arrive 10-15 minutes early
* Turn off your cell phone
* Do not smoke or chew gum
* Act naturally and be confident!
* Shake hands firmly, make eye contact, and smile
* Use appropriate language and good posture
* Be polite and remember your manners
* Know the name of your interviewer and use it during conversation
* Listen carefully and take notes (as needed)
* Answer questions clearly and honestly; show why you would be an asset to the organization
* Do not criticize former employers
* Ask questions and show enthusiasm about the job
* Thank the interviewer before leaving
* Send a thank you letter or email within 24 hours
* Resist the urge to post about it on social media

https://lmi.delaware.gov/

BACK

Education

School: _____

Address: _____

_____

Phone: _____

Diploma/Degree: _____

Pathway/Major: _____

Activities /Skills: _____

Honors/Awards: _____

Other: _____

Work/Volunteer Experience

Employer: _____

Address: _____

_____

Job Title: _____

From: _____ to: _____ Phone: _____

Duties: _____

_____

_____

Employer: _____

Address: _____

_____

Job Title: _____

From: _____ to: _____ Phone: _____

Duties: _____

_____

_____

Emergency Contact

Name: _____

Phone: _____ Relationship: _____

References

Name: _____

Contact: _____

Name: _____

Contact: _____

Name: _____

Contact: _____

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