

## 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.

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### 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.

### Questions to expect:

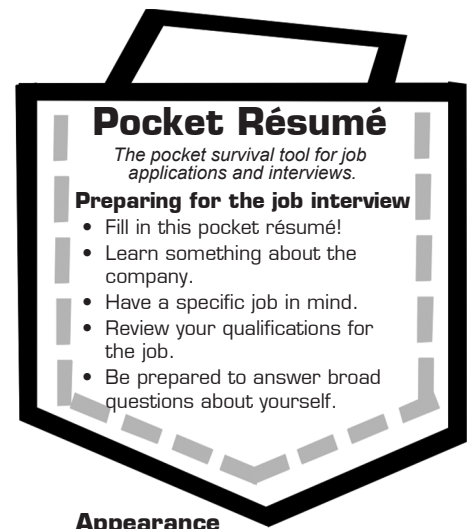
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### Appearance

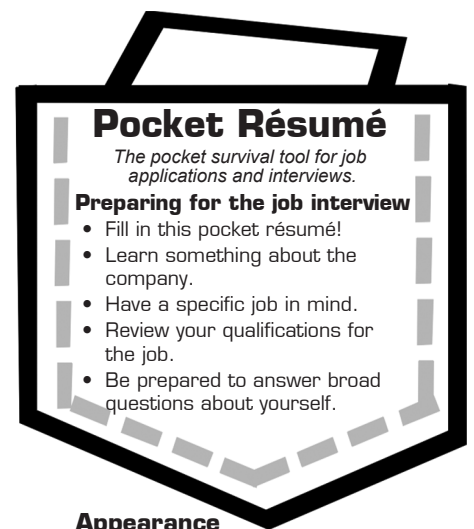
- Neat and clean grooming.
- Appropriate clothing.
- Make-up in good taste.

### 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: \_\_\_\_\_ \*Are you a U.S. citizen or eligible to work in the U.S.: \_\_\_\_\_  
Street City State Zip Area Code

In case of EMERGENCY, notify: \_\_\_\_\_  
Name Address City State Zip Telephone

### 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: \_\_\_\_\_

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