

POCKET RESUME

Preparing for Job interview:

- ▶ Learn about the company
- ▶ Have a specific job in mind
- ▶ Review your job qualifications
- ▶ Practice answering possible interview questions

Appearance:

- ▶ Neat and clean
- ▶ Appropriate clothing
- ▶ Tasteful makeup

What to take with you:

- ▶ This pocket résumé
- ▶ Small pad and pen
- ▶ Sample of your work if applicable

Possible Interview Questions:

- ▶ Tell me about yourself?
- ▶ Why are you interested in the job?
- ▶ Why are you the best candidate?
- ▶ What are your strength/weaknesses?

Questions to ask:

- ▶ How is a typical work day?
- ▶ Can this job lead to other opportunities?
- ▶ Can I contact you by phone or email?

The actual interview:

- ▶ Be prompt.
- ▶ Unless the interviewer uses your name, introduce yourself politely.
- ▶ Shake hand briefly, but firmly.
- ▶ Answer questions directly and honestly.
- ▶ Be polite, professional, and cooperative.
- ▶ Ask questions and show enthusiasm.
- ▶ Thank the interviewer(s) for their time.

Follow-up:

- ▶ Write a thank you email within 24 hours of interview

A Great Resource for Career Planning

The [Virginia Occupational Career Resource Guide](#) is a publication that is designed to assist students and job seekers who are looking for information to aid them in researching and finding a new career. Information is provided on a variety of career choices, how to plan for a career, education needed to qualify for various jobs, how to apply and interview for jobs, and much more.

The guide is divided into four sections:

- ▶ **Career Planning and Education** - this section explains career clusters, how to understand occupational growth trends, the differences between wages and salaries, and the types and level of education needed to achieve your career goals.
- ▶ **Overview of Virginia Occupations** - the tables found in this section give a sampling of various careers found in each career cluster. The samples will show a mix of job growth, median annual salary, and education attainment in order to present a picture of how varied careers can be in each career cluster.
- ▶ **Starting Your Career** - This section provides articles on job searching, applying for jobs, writing a résumé, preparing for a job interview, and more.
- ▶ **Resources** - This section is loaded with links to resources for education, job search sites, career support, and occupational information and workforce data.



Find the Virginia Occupational Career Resource Guide online at: www.VirginiaLMI.com



Job Searching Tips

5 Steps to a Successful Job Search



