

## Preparing for the Interview

- Fill in this pocket resume (*completely-you'll be surprised what you can't remember in the moment*).
- Learn something about the company (*many have websites now making this easier*).
- Have a specific job in mind.
- Review your qualifications for that job (*know how you fit the position*).
- Be prepared to answer broad questions.

## Appearance

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

## The Interview

- Be prompt (*15 minutes prior is good*).
- 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 their time.

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## Questions they may ask you:

- Tell me about yourself (*don't ramble on*).
- Why should I hire you? (*be succinct*)
- Why are you interested in the job?
- What are your strengths (*easy*)?
- Your weaknesses (*not so easy*)?
- How has your training/education prepared you for this job?
- What would your teachers, former employes or references say about you? (*accentuate the positive*)
- Do you understand that you may be subject to a drug test and background check if you are hired?

## Questions you could ask them: (Only ask if not already mentioned.)

- Would you describe a typical work day?
- Can this job lead to other positions within the company?
- What skills are most important for this job?
- If hired, who would I report to?
- What is the salary/benefits being offered?
- Do you provide training? What kind?
- When can I expect to hear from you?
- Can I contact you by phone or email?

## Follow-up:

You will want to write a thank-you letter within 24 hours of the interview. (*Be brief.*)

DES 1129  
R-5/07

EMPLOYMENT SECURITY



# POCKET RESUME



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TDD/TTY ACCESS RELAY NH 1-800-735-2964.

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Town/city: \_\_\_\_\_ Zip code: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**Telephone Numbers**

Home: \_\_\_\_\_ Work: \_\_\_\_\_  
 Emergency contact: \_\_\_\_\_  
 Name: \_\_\_\_\_

Non US citizen green card # : \_\_\_\_\_  
 Position(s) wanted: \_\_\_\_\_  
 \_\_\_\_\_  
 Languages Fluent: \_\_\_\_\_

**Education**

Level of Education	School name & location	From: Month/Year	To: Month/Year	Subjects studied/Degree/Certificates earned	Year Graduated
High School					
College					
Trade/Business					
Other (inc. job shadowing)					

**Experience/Employment: Paid work experience, volunteering, community service, related school experience, ect.**

Start & End Dates	Employer Name	Address	Supervisor Name	Phone #	Salary/Hourly	Position & Duties	Reason for leaving

**References (not related to you.)**

Name	Relationship	Address	Daytime Phone

Skills & Abilities: \_\_\_\_\_  
 Military Experience: \_\_\_\_\_  
 Leadership Activities: \_\_\_\_\_ Honors & Awards: \_\_\_\_\_