



Pocket Resume

Governor's Summer Job Hunt



www.colorado.gov/cdle/youth

Interview Tips:

- Arrive 15 minutes early so you can relax and review what you want to say.
- Be pleasant and friendly but businesslike to everyone you meet.
- Shake hands firmly and be yourself. Use natural gestures and movements.
- Emphasize experience and training related to the job opening.
- Relate your answers to the job, your skills, and experience.
- Learn about the company's products and services, and refer to them in your answers.
- Think first, be specific, and speak only long enough to answer the question.
- Speak positively of past employers and avoid discussing personal problems.
- Turn negatives into positives by telling how you learned from them.
- Learn your salary range at the LMI website:
www.colmigateway.com
- For salary questions, ask, "What do you pay people with my skills and experience?"
- Ask about the job and company. Questions show interest and motivation.
- Be prepared for, "You're perfect for this job. When can you start?"
- Thank the interviewer, even if they say you are not right for the job.
- Send a brief thank you note immediately after the interview.
- Call two days after the interview to see if a decision has been made.

Questions You May be Asked:

- What qualifications do you have for this job?
- What is your greatest strength?
- What is your greatest weakness?
- Tell me about yourself (business, education, personal).
- Why did you leave your previous job(s)?
- Give an example of your teamwork, communication, problem solving, etc.
- Give an example of how you handled a difficult situation on a previous job.
- Why are you interested in working for this company?
- Describe your best/worst boss.
- What was your most important accomplishment in your last job?
- Where do you see yourself in three years?
- How does this job fit into your future plans?
- How have you shown your initiative and willingness to work?

Questions You Should Ask:

- What do you like about working in this organization?
- Were there any questions I didn't provide an adequate answer to?
- What are the key challenges of this position?
- What promotion opportunities are there, once I meet the job requirements?
- When will a decision be made about this position?
- What do you see as my greatest strengths and weaknesses for this position?
- How would you describe your corporation's personality and management style?
- What characteristics does a successful person within your company possess?

Federal Labor Laws For Young Workers:

- If you are 14 or 15 you can work:
 - up to 3 hours on a school day or 18 hours during a school week
 - up to 8 hours on a non-school day or 40 hours in a non-school week.
 - Outside of school hours but not before 7 AM and your shift must end by 7 PM except from June 1 through Labor Day when evening hours are extended to 9 PM.
- If you are 16 or 17 you can work:
 - no more than 8 hours per day and 40 hours per week.
 - 16 year olds may not drive on public roads as a part of their job
- 18 year olds may work any job for unlimited hours

www.colorado.gov/pacific/cdle/labor

www.colmigateway.com

Information for job seekers



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Before an Interview:

- Get a haircut and shave.
- Shine your shoes.
- Clean and press clothes.
- Shower and use deodorant.
- Use minimal or no perfume/cologne.
- Use minimal jewelry and/or makeup.
- Wash hands and cut nails.
- Brush your teeth.
- Bring a note pad and two pens.
- Bring your Resume and List of references
- Licenses, certifications, permits, Social Security
- School transcripts

Personal

Last Name	
First Name	
Middle Name	
Street Address	
City	
State	Zip
First Contact Phone #	
Second Contact Phone #	
E-mail Address	

Experience

Company Name	
Phone #	
Address	
Supervisor	
Job Title	
Work Duties	
Average Hours a Week	
Hourly Rate Starting	Final
Dates Employed From	
To	

Experience

Company Name	
Phone #	
Address	
Supervisor	
Job Title	
Work Duties	
Average Hours a Week	
Hourly Rate Starting	Final
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Supervisor	
Job Title	
Work Duties	
Average Hours a Week	
Hourly Rate Starting	Final
Dates Employed From	
To	

Education

High School	Address			
Diploma / GED	From	To	G.P.A.	
College	Address			
Degree	From	To	G.P.A.	Total Hours
Technical, Vocational	Address			
Degree	From	To	G.P.A.	Total Hours

To obtain an **Age Certificate** or **Work Permit** contact your local school district.

References

Name	Contact Phone #
Address	
Occupation	Years Acquainted
Name	Contact Phone #
Address	
Occupation	Years Acquainted
Name	Contact Phone #
Address	
Occupation	Years Acquainted