

Pocket Resume

www.colmigateway.com



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?

www.colorado.gov/cdle

CDLE



Information
for job
seekers

www.colmigateway.com

Before an Interview:

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

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Company Name			
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Work Duties			
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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	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
College	Address			
Degree	From	To	G.P.A.	Total Hours
Technical, Vocational	Address			
Degree	From	To	G.P.A.	Total Hours
Other Training	Address			
Degree	From	To	G.P.A.	Total Hours

References

Name	Contact Phone #
Address	
Email Address	Relationship / Years Known
Name	Contact Phone #
Address	
Email Address	Relationship / Years Known
Name	Contact Phone #
Address	
Email Address	Relationship / Years Known