

yourself.



#### INTERVIEW FAIR REMINDERS:

- **The interview fair will take place (DATE TO BE DETERMINED)**
- Your interview time will be assigned.

#### RESUME

- Your resume should be written so that you can use it now to apply for a part time job. It should be a job you are currently qualified for.
- Have your CTAE teacher proofread it before printing the final copy.
  - You may use the resume template on my web site but not required to. However, remember the following about resumes.
  - Resumes should only be one page
  - Use real and current information
  - 100% Error-Free
  - Use bullets, not complete sentences
  - Print on plain white paper
  - Save on flash drive for future use

#### REFERENCES

- (1) Employment related reference
- (1) School related reference (All WBL students may use me as a reference)
- (1) Personal reference (Pastor, Youth Pastor, Neighbor you babysit for)
- Do not list relatives for any of these
- Always ask for permission before using anyone as a reference
- Print on plain white paper
- Save on flash drive for future use

#### ONLINE APPLICATIONS:

- Download Online Job Application from my website
- Do not leave anything blank.
- If it does not apply to you, type N/A
- Follow directions.
- Print on plain white paper
- Save on flash drive for future use

## DRESS FOR INTERVIEW

Make sure you dress appropriately for the interview. **Absolutely no jeans, shorts, t-shirts.**

Young men should wear:

- Business suit is acceptable
- Pressed, nice pants, no jeans or cargo pants
- Belt
- Button down shirt with tie (no bow tie)
- Shirt tucked in pants
- Do not roll up your sleeves
- Dress socks, not white
- No tennis shoes, boots, flip flops or sandals
- Easy on cologne
- No Gum

Young ladies should wear:

- Business suit is acceptable
  - Nice pants or a modest skirt of reasonable length
  - Modest dress of reasonable length
  - Blouse or sweater
  - Closed toed shoes are best: no sandals, flip flops or tennis shoes.
  - Do not wear extremely high heels.
  - Socks or nylons
  - No Cleavage
  - Easy on makeup, cologne and jewelry
  - No Gum
- Look over the appropriate answers to Frequently Asked Interview Questions. Practice your answers!
  - The interview fair grade will be counted as a test grade. Do not miss your interview!!!!
  - Interviews will last around ten-fifteen minutes.
  - If you need computer access to create resume, reference page, or online job application please let me know.
  - I expect only the best from each of you. You all have some wonderful work experience to speak about!