

**REFERENCES**  
(Obtain permission before use.)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_



Abbeville, 353 Hwy 28 Bypass .....	864-459-5486
Aiken, 1571 Richland Ave. E. ....	803-641-7640
Aiken Plus, 1040 York St. ....	803-648-0441
Aiken Tec. Col., 2276 Jeff. Davis Hwy. ....	803-593-9954
Allendale, 398 Barnwell Hwy. ....	803-584-3263
Anderson, 309 W. Whitner St. ....	864-226-6273
Barnwell, 248 Wall St. ....	803-259-7116
Barnwell Plus, 10370 Ellenton St. ....	803-541-3661
Bamberg, 1239 Solomon Blatt Blvd. ....	803-780-1355
Beaufort, 164 Castle Rock Rd. ....	843-524-3351
Bennettsville, 460 Hwy 9-W. ....	843-479-4081
Berkeley, 100 S. Highway 52 .....	843-761-4400
Bishopville, 123 S. Nettles St. ....	803-483-2021
Camden, 205 E. DeKalb St. ....	803-432-5153
Calhoun, 101 Courthouse Dr. ....	803-874-2443
Charleston, 1930 Hanahan Rd. ....	843-574-1800
Cherokee, 133 Wilmac Rd. ....	864-902-1150
Chester, 764 Wilson St. Ext. ....	803-377-8147
Chesterfield, 344 E. Blvd. ....	843-623-3221
Coastal, 200-A Victory Ln. ....	843-234-9675
Colleton, 101 Mable T. Willis Blvd. ....	843-538-8980
Columbia, 700 Taylor St. ....	803-737-5627
County Square, 301 Univ. Ridge.....	864-467-7501
Dillon, 106 W. Washington St. ....	843-774-1420
Dorchester, 2885 W. 5th N. St. ....	843-821-0695
Edgefield, 400 Church St. ....	803-637-7159
Florence, 1558 W. Evans St. ....	843-669-4271
Georgetown, 2704 Highmarket St. ....	843-546-8581
Greenville (UI), 706 Pendleton St. ....	864-242-3531
Greenwood, 519 Monument St. ....	864-223-1681
Greer, 600D W. Main St. ....	864-801-2039
Hampton, 12 Walnut St. ....	803-943-3291
Hartsville, 1319 South Fourth St. ....	843-332-1554
Jasper, 11332 N. Jacob Smart Blvd. ....	843-726-4552
Kingstree, 530 Martin L. King Ave. ....	843-354-7436
Lancaster, 705 N. White St. ....	803-285-6966
Laurens, 18 Hazel Drive .....	864-833-0142
Lexington, 201 Duffie Dr. ....	803-359-6131
Liberty, 317 Summit Dr. ....	864-843-9512
Lockwood (UI), 176 Lookwood Blvd. ....	843-953-8400
Manning, 3351 Sumter Hwy. ....	803-473-2086
Marion, 2413 E. Hwy 76 .....	843-423-8288
McAlister, 225 S. Pleasantburg Dr. ....	864-467-8080
McCormick, 109 W. Augusta St. ....	864-852-3649
Newberry, 833 Main St. ....	803-276-2110
Orangeburg, 1804 Joe S. Jeffords Hwy. ....	803-534-3336
Piedmont, 620 North Emerald Rd. ....	864-941-8395
Rock Hill, 1228 Fincher Rd. ....	803-328-3881
Saluda, 407 W. Butler Ave. ....	864-445-2047
Seneca, 11091 Radio Station Rd. ....	864-882-5638
Spartanburg, 110 Commerce St. ....	864-562-4168
Spartanburg (UI), 440 Church St. ....	864-573-7231
Sumter, 31 E. Calhoun St. ....	803-774-1300
Timken, 1840 Torrington Rd. ....	864-938-9841
Union, 103 West Main St. ....	864-427-4119
Walterboro, 101 Mable T. Willis .....	843-538-8980
Winnboro, 1009 Kincaid Bridge Rd. ....	803-635-2292

# Pocket Resume For Job Interviews

## PREPARATION

- ◆ Learn something about the company.
- ◆ Have a specific job or jobs in mind.
- ◆ Review the qualifications for the job.
- ◆ Be prepared to answer questions about yourself.
- ◆ Have ID's; Social Security card, driver's license and special certifications with you.

## APPEARANCE

- ◆ Be well groomed and suitably dressed.

## TESTS

- ◆ Listen to instructions.
- ◆ Read each question through.
- ◆ Write legibly.

## INTERVIEW

- ◆ Be prompt.
- ◆ Answer questions directly and truthfully.
- ◆ Be well mannered.
- ◆ Use proper grammar and good diction.
- ◆ Be enthusiastic and cooperative.
- ◆ Ask relative questions.



[www.dew.sc.gov](http://www.dew.sc.gov)  
[www.scworks.org](http://www.scworks.org)

Name: \_\_\_\_\_

## WORK HISTORY

(Begin with latest job, then previous, etc.)

Company #1: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Ph:(\_\_\_\_)

Job Title: \_\_\_\_\_

Duties (Describe completely): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Rate of Pay: \_\_\_\_\_ hour/week/month/year

Dates Worked: \_\_\_\_\_ to \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

Company #2: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Ph:(\_\_\_\_)

Job Title: \_\_\_\_\_

Duties (Describe completely): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Rate of Pay: \_\_\_\_\_ hour/week/month/year

Dates Worked: \_\_\_\_\_ to \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Company #3: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Ph:(\_\_\_\_)

Job Title: \_\_\_\_\_

Duties (Describe completely): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Rate of Pay: \_\_\_\_\_ hour/week/month/year

Dates Worked: \_\_\_\_\_ to \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## EDUCATION

High School: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Yrs Attended: \_\_\_\_\_ Diploma/GED/Other: \_\_\_\_\_

Technical Education: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Yrs Attended: \_\_\_\_\_ Degree/Cert.: \_\_\_\_\_

Major: \_\_\_\_\_

College/University: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Yrs Attended: \_\_\_\_\_ Degree/Cert.: \_\_\_\_\_

Major: \_\_\_\_\_

Special Training: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Special Skills, i.e., computer, typing, bilingual,  
etc.: \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

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## OTHER INTERESTS

Hobbies/Interests/Awards: \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## MILITARY INFORMATION

(if applicable)

Branch of Service: \_\_\_\_\_

Character of Discharge: \_\_\_\_\_

