

## Job Seekers?

### Early is on time, on time is late, and late is never acceptable

#### Build Your Resume

First Name, Middle Initial, Last Name  
Street Address, Apt. No.  
City, State, Zip Code  
Area Code/Telephone Number  
Email address

#### Employment Objective

The specific position or your professional goal

#### Summary of Qualifications

Your best selling points

#### Work History

Company Name	City, State	Dates of employment

List your most important accomplishments first.

Your Job Title

Describe your duties, skills, responsibilities:

- Major accomplishments, achievements, skills.
- Start with an action verb; keep each to 1-2 lines.
- Use an asterisk (\*), dash (-), or bullet (•)
  - Draws attention to each statement.
- Give specific results to show your qualifications.

(Use this format for additional employers. Start with your most recent job and work backward. Give the most space to more recent and more relevant work.)

#### Education

School	City, State	Degree	Dates attended (optional)

#### Military (Optional)

Branch, rank	Type of discharge (optional)	Dates served (optional)

#### Special Skills and Abilities

Honors, Awards, Interests, hobbies, languages, clubs, etc.

#### Interview Dos

**Preparation and confidence** When you are well prepared, you exude confidence. Learn about the employer—research its website. Practice interviewing. Read your resume again. Make a mental checklist of your strengths—use words (you must have some basis to proclaim it) such as dependable, reliable, punctual, efficient, effective, etc. to describe yourself.

**Checklist** Confirm the time, date and location of the interview. If possible, get the name of interviewer. Plan to get there at least half an hour before the interview.

**Be on time!** Because you have no control over traffic and public transportation, give yourself ample time. If you get there early, you can wait at a nearby cafe. If you are going to be late, please call.

**You never get a second chance to make a first impression!** A good smile is always pleasing. Appropriate outfit is essential. A firm handshake conveys confidence. Eye contact—not a glare—in our culture shows that you are honest.

**Look Better, Feel Better** You need to spruce up your appearance for the interview. If you cannot afford new clothes, consider altering an outfit by pairing it with a different shirt, tie, blouse or accessory. Or contact Dress for Success at (302) 351-4396.

\*\*\*\*\* **Don't talk too much!**\*\*\*\*\*

#### Interview Don'ts

**Do not treat the receptionist rudely:** The first person you meet on an interview is probably the receptionist. The receptionist may have the power to influence the interviewer!

**Do not talk negatively about current or past employers/managers:** The fastest way to talk yourself out of a job offer is to say negative things about your prior employers. Even if your previous employer was not the best and even if your concerns are reasonable, be careful about what you say. If you come across as disrespectful, the interviewer could assume that you would similarly disrespect your new employer. When faced with the challenge of talking about former employers, be prepared and use diplomacy.

**Do not ask about benefits, vacation, salary:** The first interview is not the time to bring this up. Be prepared though to talk about it if the interviewer brings it up.

**“Knowing is not enough; we must apply.  
Willing is not enough; we must do.”**

**Johann von Goethe— German novelist, dramatist, poet, humanist, scientist, and philosopher.**

**EXPUNGEMENT**

If the charge against you was Acquitted (charges cleared), *Nolle Prosequi* (legal case will not proceed), or Dismissed then file a petition with the prothonotary’s office in Superior Court.

- File in the County where the case was disposed.
- If you were a minor at the time of offense, go to Family Court.
- Provide a copy of the petition with a filing fee to the Office of the Attorney General.
- You need two copies of the petition order and verification.
- <http://courts.delaware.gov/How%20To/Expungements/>

**PARDON**

For all criminal convictions you need a pardon.

- Obtain a copy of your criminal history, certified court docket and sentencing order for each guilty charge
- Complete Board of Pardons cover sheet
- Reason for applying, History of case, and Statement of all pending proceedings
- Get Character reference letters
- Provide 5 copies, not stapled
- <http://pardons.delaware.gov/services/pardinst.shtml>

**Filling out the Job Application**

- Be honest and disclose relevant information.
- Most job applications ask if you have ever been arrested and/or convicted of a crime. This may be worded in many other ways.

**Sample Question on a Job Application**

Have you ever been convicted of a criminal offense (felony or misdemeanor)?  Y or  N

If yes, please describe the crime - state nature of the crime (s), when and where convicted and disposition of the case.

Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.

**Dress for Success**

**Women's Interview Attire**

- Solid color, conservative suit
- Coordinated blouse
- Moderate shoes
- Limited jewelry
- Neat, Pony tail
- Sparse make-up & perfume
- Manicured nails
- No big purses

**Men's Interview Attire**

- Solid color, conservative suit
- White long sleeve shirt
- Conservative tie
- Dark socks, professional shoes
- Very limited jewelry
- Neat, professional hairstyle
- Go easy on the aftershave
- Neatly trimmed nails
- Portfolio or briefcase

**Help Finding Work**

**Delaware Division of Employment & Training**

**One Stop Center**

1-877-348-0502

**Work Incentive Planning & Assistance**

New Castle: 302-761-8275

Dover: 302-739-5473

Georgetown: 302-856-5730

**Project Access!**

Online Learning Career Guidance & Assistance  
302-225-3988

**Dress for Success Delaware**

302-351-4396

**Resources**

**State of Delaware/Board of Pardons**

<http://pardons.delaware.gov>

**Delaware Criminal Code**

<http://delcode.delaware.gov/title11/index.shtml>

**Delaware Board of Pardons**

302-739-4111

**County Superior Court**

NC: 302-255-0800

Kent: 302-739-3184

Sussex: 302-855-7055