



[Resume Dictionary](#)

What to Bring to a Job Interview Checklist

For legal purposes, almost all employers will require you to fill out a job application. Most candidates are not prepared to complete a job application.

In addition to two copies of your resume you should bring information about:

Schools Attended

- Name
- Address
- Phone
- Dates Attended
- Awards
- Studies
- Degrees
- Grade Point Average

Experience

- Company Name
- Supervisor's Name
- Address
- Phone
- Dates Employed
- Job Title
- Reason for Leaving



- Equipment Operated
- Office Equipment Operated
- Software Experience
- Specific Technical Skills

Personal

- Birth date
- Social Security Number
- Address
- Telephone Number

References

- Names
- Addresses
- Phone Numbers
- Occupations

Forms

- Professional Licenses
- Military Discharge Papers
- Driver's License or Photo Identification Copy
- Social Security Card Copy
- Visa or Work Papers
- Resume
- Special Certification Copies

Make sure you always bring a pencil and two pens.