

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 Highway 28 Bypass
Abbeville, SC 29620
(864) 459-5486

Aiken

1571 Richland Avenue, E
Aiken, SC 29802
(803) 641-7640

Anderson

309 W Whitner Street
Anderson, SC 29622
(864) 226-6273

Barnwell

248 Wall Street
Barnwell, SC 29812
(803) 259-7116

Beaufort

164 Castlerock Road
Beaufort, SC 29901
(843) 524-3351

Bennettsville

Highway 9 - W Cheraw Hwy
Bennettsville, SC 29512
(843) 479-4081

Camden

205 E Dekalb Street
Camden, SC 29020
(803) 432-5153

Charleston

176 Lockwood Blvd.
Charleston, SC 29403
(843) 953-8400

Chester

764 Wilson Street
Chester, SC 29706
(803) 377-8147

Clinton

18 Hazel Drive
Clinton, SC 29325
(864) 833-0142

Coastal

200-A Victory Lane
Conway, SC 29526
(843) 234-9675

Columbia

700 Taylor Street
Columbia, SC 29201
(803) 737-5627

Florence

1558 W Evans Street
Florence, SC 29501
(843) 669-4271

Gaffney

133 Wilmac Road
Gaffney, SC 29342
(864) 489-3112

Georgetown

2704 Highmarket Street
Georgetown, SC 29442
(843) 546-8581

Greenville

706 Pendleton Street
Greenville, SC 29602
(864) 242-3531

Greenwood

519 Monument Street
Greenwood, SC 29648
(864) 223-1681

Hampton

12 Walnut Street
Hampton, SC 29924
(803) 943-3291

Hartsville

1319 South Fourth Street
Hartsville, SC 29551
(843) 332-1554

Kingstree

530 Martin L King Jr Ave
Kingstree, SC 29556
(843) 354-7436

Lancaster

705 N White Street
Lancaster, SC 29720
(803) 285-6966

Lexington

714 South Lake Drive
Lexington, SC 29071
(803) 359-6131

Liberty

317 Summit Drive
Liberty, SC 29657
(864) 843-9512

Marion

2413 E Highway 76
Marion, SC 29571
(843) 423-6900

Moncks Corner

107 E Main Street
Moncks Corner, SC 29461
(843) 761-4400

Myrtle Beach

9714 North Kings Highway
Myrtle Beach, SC 29572
(843) 839-5900

Newberry

833 Main Street
Newberry, SC 29108
(803) 276-2110

Orangeburg

1804 Joe S Jeffords Hwy
Orangeburg, SC 29116
(803) 534-3336

Ridgeland

7774 W Main Street
Ridgeland, SC 29936
(843) 726-3750

Rock Hill

1228 Fincher Road
Rock Hill, SC 29731
(803) 328-3881

Seneca

11091 Radio Station
Seneca, SC 29679
(864) 882-5638

Spartanburg

364 S Church Street
440 S Church Street
Spartanburg, SC 29304
(864) 573-7525 ES
(864) 573-7231 UI

Summerville

2885 W 5th N Street
Summerville, SC 29484
(843) 821-0695

Sumter

29 E Calhoun Street
Sumter, SC 29151
(803) 773-7359

Union

440 Duncan Highway
Union, SC 29379
(864) 427-5672

Walterboro

101 Mable T Willis Blvd.
Walterboro, SC 29488
(843) 538-8980

Winnsboro

1009 Kincaid Bridge Road
Winnsboro, SC 29180
(803) 635-2292
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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.



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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: _____

Yrs Attended: _____ Degree/Cert.: _____

Major: _____

Special Skills, i.e., computer, typing, bilingual, etc.: _____

OTHER INTERESTS

Hobbies/Interests/Awards: _____

MILITARY INFORMATION

(if applicable)

Branch of Service: _____

Character of Discharge: _____

Dates of Duty: _____ / _____

From: mm/yyyy To: mm/yyyy

