

Interview Cheat Sheet

Company..... Position

Date Time

Place

Who I'm Meeting With

What I Love About the Position

The super-specific things about this company and position that make it a great fit

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Questions to Ask

Things I don't know about the job or company, but want to ask during the interview

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What Skills I Bring to the Position

The key skills and experiences that make me perfect for this job

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Accomplishments to Highlight

My specific projects and achievements that relate to this job and highlight my skills

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Challenges to Address

Questions the interviewer might have about my background, and how I'm going to tackle them

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Not to Forget

Contacts I have at the company, fun facts about my background, or anything else to mention!

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Post-Interview Notes

Follow-Up Needed

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Send Thank-You Notes to

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What I Loved

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Red Flags

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Interview Checklist

- ❑ Directions to where I'm going (don't always count on GPS)
- ❑ Cash (for parking, transportation, gas, emergencies)
- ❑ 3 copies of my resume
- ❑ Work samples or portfolio
- ❑ A notepad and pen
- ❑ A list of references
- ❑ My Interview Cheat Sheet (duh)
- ❑ Business cards (if you have them)
- ❑ My phone (turned off)
- ❑ A granola bar or other snack

- ❑ Emergency Kit (because hey, you just never know)
 - ❑ Tissues
 - ❑ Brush or comb
 - ❑ Umbrella
 - ❑ Spot remover
 - ❑ Advil
 - ❑ Band-Aids
 - ❑ Extra nylons or tights, if you're wearing them