

# Interview Cheat Sheet



Company \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Meeting (Name & Titles \_\_\_\_\_

## Why I'm Excited about this Job

Specific things about this company and job that I love

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## Why I'm Great for this Job

Key skills and experience I bring to the role that match the top three 'must-haves' for the job

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## Achievements to Talk About

Specific and measurable achievements and projects that demonstrate the value I can add to the company.

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## Concerns to Overcome

Answers to any sticky questions the interviewer might have about my background or suitability

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Post-Interview Follow-Up

What I Loved

Concerns

Questions to Ask Before Next Meeting

Send Thank-You Emails to

Post-Interview Follow-Up

- Extra copies of my CV
- These notes!
- Notepad and pen
- Referee contact details
- Directions (in case something happens to your phone or GPS)
- Cash for parking

- Business cards (if applicable)
- Phone (on silent)
- Tissues
- Mints (in case you have time for a coffee first)
- Umbrella
- Attitude – go get em, tiger! You got this.