

Interview Cheat Sheet



Company.....Position.....
Date.....Time.....
Address.....
Phone.....
Meeting (Names &Titles).....
.....

<p>Why I'm Excited about this Job</p> <p>Specific things about this company and job that I love.</p> <ul style="list-style-type: none">▪▪▪	<p>Why I'm Great for this Job</p> <p>Key skills and experience I bring to the role that match the top three 'must-haves' for the job.</p> <ul style="list-style-type: none">▪▪▪
<p>Achievements to Talk About</p> <p>Specific and measurable achievements and projects that demonstrate the value I can add to the company.</p> <ul style="list-style-type: none">▪▪▪	<p>Concerns to Overcome</p> <p>Answers to any sticky questions the interviewer might have about my background or suitability.</p> <ul style="list-style-type: none">▪▪▪

Post-Interview Follow-Up

<p style="text-align: center;">What I Loved</p> <ul style="list-style-type: none">▪▪▪	<p style="text-align: center;">Concerns</p> <ul style="list-style-type: none">▪▪▪
<p style="text-align: center;">Questions to Ask Before Next Meeting</p> <ul style="list-style-type: none">▪▪▪	<p style="text-align: center;">Send Thank-You Emails to</p> <ul style="list-style-type: none">▪▪▪

Interview Checklist

- 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.