



# Interview Cheat Sheet

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**COMPANY** \_\_\_\_\_ **POSITION** \_\_\_\_\_  
**DATE** \_\_\_\_\_ **TIME** \_\_\_\_\_  
**PLACE** \_\_\_\_\_  
**WHO I'M MEETING WITH** \_\_\_\_\_

## WHAT I LOVE ABOUT THE POSITION

Specific things about this company and position that make it a great fit

## QUESTIONS TO ASK

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

## WHAT SKILLS I BRING TO THE POSITION

Key skills and experiences that make me perfect for this job

## ACCOMPLISHMENTS TO HIGHLIGHT

Specific projects and achievements that relate to this job and highlight my skills

## CHALLENGES TO ADDRESS

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

## 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

### WHAT I LOVED

### RED FLAGS

### FOLLOW-UP NEEDED

### SEND THANK-YOU NOTES TO

## 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
- Notepad and pen
- List of references
- My Interview Cheat Sheet
- Business cards (if you have them)
- My phone (turned off)
- Bottle of water
- Granola bar or other snack

## EMERGENCY KIT (because hey, you just never know)

- Tissues
- Advil
- Brush or comb
- Band-Aids
- Umbrella
- Extra nylons or tights, if you're wearing them
- Spot remover

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