

# Interview Cheat Sheet

(Adapted from [the Daily Muse](#))

Company \_\_\_\_\_ Position \_\_\_\_\_

Date and Time \_\_\_\_\_ Location \_\_\_\_\_

Who I Am Meeting... \_\_\_\_\_

<p><b>What is it that I love about this position?</b> List the specific things about this company and/or job that make it a great fit.</p>	<p><b>What do you need to know?</b> List questions you would ask about the company and/or job at the interview.</p>
<p><b>What skills will I bring to the position?</b> List the key skills and experiences that make you perfect for this company and/or job.</p>	<p><b>Which of your accomplishments would you like to highlight?</b> List your specific projects and achievements that relate directly to this job that you would like to highlight in the interview.</p>
<p><b>What challenges do you feel you will need to address?</b> What are the questions that the interviewer(s) will pose about my background and how will I tackle them?</p>	<p><b>What are things that I had better not forget to mention?</b> List contacts you have at the company, fun facts about yourself, or anything else to mention.</p>

## Interview Checklist

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|--|--|--|
| <input type="checkbox"/> Directions to the interview     | <input type="checkbox"/> Note pad and pen(s)         | <input type="checkbox"/> Emergency Kit:          |
| <input type="checkbox"/> Cash (parking, emergency, etc.) | <input type="checkbox"/> My interview cheat sheet    | <input type="checkbox"/> Tissues or handkerchief |
| <input type="checkbox"/> Copies of my resume             | <input type="checkbox"/> Business or contact cards   | <input type="checkbox"/> Brush or comb           |
| <input type="checkbox"/> List of references              | <input type="checkbox"/> My phone (turned to silent) | <input type="checkbox"/> Spot remover pen        |
| <input type="checkbox"/> Work samples or portfolio       | <input type="checkbox"/> Granola bar or snack        | <input type="checkbox"/> Extra nylons or tights  |

## **Post-Interview Notes**

1. Are there any follow-up activities you must remember to complete?

2. To whom will you send thank-you notes?

3. What did you really love about the interview?

4. What red flags are flying?