Interview Cheat Sheet  
(Adapted from *the Daily Muse*)

<table>
<thead>
<tr>
<th>Company</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date and Time</td>
<td>Location</td>
</tr>
<tr>
<td>Who I Am Meeting...</td>
<td></td>
</tr>
</tbody>
</table>

**What is it that I love about this position?**  
List the specific things about this company and/or job that make it a great fit.

**What do you need to know?**  
List questions you would ask about the company and/or job at the interview.

**What skills will I bring to the position?**  
List the key skills and experiences that make you perfect for this company and/or job.

**Which of your accomplishments would you like to highlight?**  
List your specific projects and achievements that relate directly to this job that you would like to highlight in the interview.

**What challenges do you feel you will need to address?**  
What are the questions that the interviewer(s) will pose about my background and how will I tackle them?

**What are things that I had better not forget to mention?**  
List contacts you have at the company, fun facts about yourself, or anything else to mention.

### Interview Checklist

- Directions to the interview
- Cash (parking, emergency, etc.)
- Copies of my resume
- List of references
- Work samples or portfolio
- Note pad and pen(s)
- My interview cheat sheet
- Business or contact cards
- My phone (turned to silent)
- Granola bar or snack
- Emergency Kit:  
  - Tissues or handkerchief
  - Brush or comb
  - Spot remover pen
  - 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?