

(Take this sheet into interview)

# Interview Cheat Sheet



Company \_\_\_\_\_ Position \_\_\_\_\_  
 Date \_\_\_\_\_ Time \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Meeting (Name & Titles) \_\_\_\_\_

<p><b>Why I'm excited about this job</b>          Specific things about this company and job that I love:</p>	<p><b>Why I'm great for this job</b>          Key skills and experience I bring to the role that match the top three 'must-haves' for this job:</p>
<p><b>Achievements to talk about</b>          Specific and measurable achievements and projects that demonstrate the value that I can add to the company:</p>	<p><b>Concerns to overcome</b>          Answers to any sticky questions the interviewer might have about my background or suitability:</p>

# Interview Checklist:

- Reduce nerves by doing your homework:
  - Checked out their website & history
  - Reviewed their social platforms for culture
  - Viewed their location online (knowing where you are going reduces stress)
  - Looked up the people you are meeting with on LinkedIn (recognising people reduces stress)
  
- Extra copies of my CV
  
- These notes!
  
- Notepad and pen
  
- Directions (in case something happens to your phone or GPS)
  
- Cash for parking
  
- Phone (on silent)
  
- Tissues
  
- Mints (in case you have time for coffee first)
  
- Umbrella
  
- Attitude – go get em, tiger! You got this.

(Fill this out **after** interview)

### Post-interview Follow-Up:

What I loved:	Why I think I'd be great in the role:
Clarifications needed:	Anything else: