

Interview Cheat Sheet

This cheat sheet will help you prepare “talking points” for your interview. Write down buzz-words and concepts that you want to make sure to communicate to your interviewer. The answers should be what you want to make sure the interviewer learns about you before the end of the interview! You can glance down at this as needed during your interview – but often completing the table will be enough preparation.

<p>Take Home Messages: The top 3-5 things I want the interviewer to remember about me.</p> <ul style="list-style-type: none"> • • • • • 	<p>Why Me: Examples that show that I am the perfect person for this position</p> <ul style="list-style-type: none"> • • • • 	<p>Why Them: Why I am interested in the position and the company</p> <ul style="list-style-type: none"> • • • •
<p>Skills to Develop: What I hope to learn from the position. Also can use for “tell me about your weaknesses.”</p> <ul style="list-style-type: none"> • • • • 	<p>How I Approach Challenges: Examples of when challenges (interpersonal or intellectual) arose and how I handled them.</p> <ul style="list-style-type: none"> • • • • 	<p>Questions I have: What I need to know about the position or the company?</p> <ul style="list-style-type: none"> • • • •
<p>Relevant Military Experience: Why being a veteran makes me the best candidate. What from my service makes me perfect for this role?</p> <ul style="list-style-type: none"> • • • • • 	<p>When I Was Awesome: What are my greatest work-related accomplishments and what do they say about how I will do at this job?</p> <ul style="list-style-type: none"> • • • • 	<p>Other Notes:</p>