

JOB-INTERVIEW ONE-SHEET

Fill in this template for each job interview; it will prepare you for the interview and provide an easy cheat-sheet to have in front of you during the interview in case you get nervous or feel stuck

Adapted from Jenny Blake, LifeAfterCollege.org

5 KEY POINTS:

The top 3-5 things I want the interviewer to remember about me. Highlight key strengths.

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THIS IS WHY I ROCK:

Stories/examples that show I'm a rockstar and uniquely suited for this position!

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AREAS FOR DEVELOPMENT

Strategic answers to that dreaded "tell me about your weaknesses" question.

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DEVELOPMENT

BRILLIANT IDEAS:

IDEAS:

Based on what I know, my suggestions for improvement or future direction of team.

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MY OVERALL WORK/TEAM PHILOSOPHY

How I generally approach challenges & opportunities, and what excites me.

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About the role, interviewer, company, future growth opportunities, etc.

QUESTIONS I HAVE

MY SHORT/LONG TERM GOALS

How this role fits well in my career plans. Why do I want THIS position? What makes me a good fit?

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SPECIFIC CHALLENGES:

What are some specific challenges I've faced, and how did I overcome them?

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EXPLANATION OF GAPS IN RESUME:

Short clear responses that answer the gap question but stay focused on the future.

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