

# JOB INTERVIEW

Fill in this template before each job interview; it will help you prepare and will 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.

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## 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 rock star and uniquely suited for this position!

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## AREAS FOR DEVELOPEMENT

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

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## BRILLIANT MY IDEAS:

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## MY OVERALL WORK/TEAM PHILOSOPHY

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

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## QUESTIONS I HAVE

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

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

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## SPECIFIC CHALLENGES:

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

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

## EXPLANATION OF GAPS IN MY RESUME:

## 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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