

My Interview Cheat Sheet

Fill this out and take it with you when you go to your interview!

Date:

Time:

Location:

Company:

Position:

Who I'm Meeting With:

Interviewer 1 name, title, and contact information

Interviewer 2 name, title, and contact information

Interviewer 3 name, title, and contact information

Information about the Company/Department:

Past accomplishments, status in the industry, goals, news/press, product, culture

My Elevator Pitch:

What I've done in the past, what I'm doing now, and what I'd like to be doing in the future.

Accomplishments & Skills I Want to Bring Up:

Why This Position Excites Me:

Questions I'm Going to Ask the Interviewer:

1.

2.

3.

4.

My Follow Up:

Thank you email (or better still, post a 'thank you' card or drop it off to reception the next morning) - sent within 6-12 hours of finishing interview to thank the person/panel for their time, interview feedback, etc

Just missing out on the job? Reach out and have an **Interview Coaching Career Breakthrough Session** to practice common interview questions, improve your storytelling, and get the interviewer off your resume and excited to work with you! Reach out to: marlene@newgenerationcareers.com