

INTERVIEW CHEAT SHEET

We know we covered a lot in this chapter. So here's a cheat sheet summing up all the things you need to prepare before you go in and nail those interviews! (For a printable version visit themuse.com/thenewrules.)

Company:

Position:

Date:

Time:

Place:

Who I'm meeting with:

WHAT I LOVE ABOUT THE POSITION

The (specific) things about this company and position that make it a great fit for me

1. _____

2. _____

3. _____

WHAT SKILLS I BRING TO THE POSITION

The key skills and experiences that make me perfect for this job

1. _____

2. _____

3. _____

CHALLENGES TO ADDRESS

Questions the interviewer might have about my background, and how I'm going to tackle them

1. _____

2. _____

3. _____

ACCOMPLISHMENTS TO HIGHLIGHT

My specific projects and achievements that relate to this job and highlight my skills

1. _____

2. _____

3. _____

QUESTIONS TO ASK

Things I don't know about the job or company, but want to ask during the interview

1. _____

2. _____

3. _____

NOT TO FORGET

Contacts I have at the company, fun facts about my background, or anything else to mention!

1. _____

2. _____

3. _____

POST-INTERVIEW NOTES

1. _____

2. _____

3. _____

FOLLOW-UP NEEDED

1. _____

2. _____

3. _____

SEND THANK-YOU NOTES TO

1. _____
2. _____
3. _____

WHAT I LOVED

1. _____

2. _____

3. _____

WHAT I DIDN'T LOVE/POTENTIAL RED FLAGS

1. _____

2. _____

3. _____

