

Interview Cheat Sheet -CASCADE CAREER SERVICES, PORTLAND, OR

This is a document you prepare before important meetings. It is a personal briefing to you, from you. It helps you remember key facts, such as your major accomplishments, skills, attributes and serious questions or concerns. You do not read from the sheet, but use it to coach yourself into the right frame of mind for an interview.

Day and Date:

Meeting with: (Name, Title, Company)

Address

Phone Email

Major Accomplishments:

1.

2.

3.

4.

Things you need to know about me:

1.

2.

3.

4.

Reason I left the last job:

Answers to difficult questions:

Strengths/Weaknesses: 2-3 each

1.

2.

3.

Questions for Interviewer: