

Job Interview One-Sheet - Your Personal Cliffs Notes

Brought to you by Jenny Blake, LifeAfterCollege.org

Check out my book on Amazon -- [Life After College: The Complete Guide to Getting What You Want](#)

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| <p>Five Key Points: The top 3-5 things I want the interviewer to remember about me. Highlight key strengths.</p> <ul style="list-style-type: none"> • • • • • | <p>This is why I rock: Stories/examples that show I'm a rockstar and uniquely suited for this position!</p> <ul style="list-style-type: none"> • • • • • | <p>Areas for Development: Strategic answers to that dreaded "tell me about your weaknesses" question.</p> <ul style="list-style-type: none"> • • • • • |
| <p>Brilliant Ideas: Based on what I know, my suggestions for improvement or future direction of team.</p> <ul style="list-style-type: none"> • • • • • | <p>My overall work/team philosophy: How I generally approach challenges & opportunities, and what excites me.</p> <ul style="list-style-type: none"> • • • • • • | <p>Questions I have: About the role, interviewer, company, future growth opportunities, etc.</p> <ul style="list-style-type: none"> • • • • • |
| <p>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?</p> <ul style="list-style-type: none"> • • • • • | <p>Specific Challenges: What are some specific challenges I've faced, and how did I overcome them?</p> <ul style="list-style-type: none"> • • • • • | <p>Other Notes:</p> |

***Note from Jenny:** My approach to preparing for interviews is to treat them like preparing for finals. I create a bullet-ized one-sheeter about myself with short buzz-words and answers to key potential questions that I can quickly glance down at (if necessary) during job interviews. 9 times out of 10, just preparing the one-sheeter will lock these ideas into your brain so you don't even have to look down - but it's nice to have the Cliffs Notes with you just in case. This template has nine areas that were helpful to me - feel free to add/edit for what you feel is most useful for you.*

Did you find this template helpful? There's more where that came from!

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