

JOB INTERVIEW CHEAT SHEET

This cheat sheet will help you to list your skills and accomplishments, and how they relate to the role and company you are interviewing for. You can keep it with you on the day and glance down whenever you need a quick reminder of the key things you wanted to mention (and how talented you are!). Adapted from the work of Jenny Blake.

Top 5 takeaways Things I want the interviewer to remember about me	Why I'm made for this role Examples that prove I'm a great fit	Areas for development Answers to "Tell me about your weakness" question
<ul style="list-style-type: none">•••••	<ul style="list-style-type: none">•••••	<ul style="list-style-type: none">•••
Brilliant ideas From my research, I would suggest these 3 improvements	My work philosophy How I approach challenges, opportunities & what excites me	Specific challenges What challenges have I faced, and how I overcame them
<ul style="list-style-type: none">•••	<ul style="list-style-type: none">•••••	<ul style="list-style-type: none">•••••
My career goals How does this role fit into my short/long-term plans?	Questions I have What else do I want to know about the role & company?	Other notes
<ul style="list-style-type: none">•••••	<ul style="list-style-type: none">•••••	<ul style="list-style-type: none">•••••