# Interview Cheat Sheet

Complete this sheet prior to an interview. Using the qualifications and skills in the job posting customize your answers to include past experiences and knowledge that is relevant for the job.

|  |  |
| --- | --- |
| **Company Name:** |  |
| **Contact Email and Phone:** |  |
| **Interview Location:** |  |
| **Interview Date and Time:** |  |

## About Me (Relevant to the posting):

To answer the question ‘tell me about yourself’. 5 minutes or less: I am…I can…I want…

1.
2.

## Strengths:

1.

Story/example that demonstrates strength:

1.

Story/example that demonstrates strength:

Story/example that demonstrates strength:

## Weakness:

How you overcome the weakness:

## Example of good teamwork:

What made it work?

1.
2.
3.

## Example of a time that you dealt with a difficult situation:

What would you do differently if you had another opportunity/ how did you fix it?

## Questions for Employer: (Do your research and ask quality questions)

1.
2.
3.