**Interview Cheat Sheet**

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, and serious questions or concerns. You don't read from the sheet, but you do keep it handy, and if convenient, you may want to review it as your meeting is ending to be certain you didn't forget anything critical.

Day and Date:

Meeting With:

Name

Title

Company

City, State Zip

Telephone

FAX

Mobile/Pager

E-mail

Major Accomplishments:

1.

2.

3.

4.

5.

6.

Management or Work Style:

1.

2.

3.

4.

Things You Need to Know About Me:

1.

2.

3.

4.

Reason I Left Last Job:

My Strengths/Weaknesses:

1.

2.

3.

Questions to Ask Interviewer:

1.

2.

3.

Skills, or Things I Can Do For You:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.