**Job Interview One-Sheeter - Your Personal Cliffs Notes**

*Brought to you by Jenny Blake,* [*LifeAfterCollege.org*](http://www.lifeaftercollege.org)

*Check out my book on Amazon --* [*Life After College: The Complete Guide to Getting What You Want*](http://amzn.to/jennyblake)

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| **Five Key Points:**  The top 3-5 things I want the interviewer to remember about me. Highlight key strengths. | **This is why I rock:**  Stories/examples that show I'm a rockstar and uniquely suited for this position! | **Areas for Development:**  Strategic answers to that dreaded "tell me about your weaknesses" question. |
| **Brilliant Ideas:**  Based on what I know, my suggestions for improvement or future direction of team. | **My overall work/team philosophy:**  How I generally approach challenges & opportunities, and what excites me. | **Questions I have:**  About the role, interviewer, company, future growth opportunities, etc. |
| **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? | **Specific Challenges:**  What are some specific challenges I've faced, and how did I overcome them? | **Other Notes:** |

***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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