

# Job Interview One-Sheet - Your Personal Cliffs Notes

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

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

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

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