

# HOW TO USE THESE SHEETS

## Interview Cheat Sheet

The Interview Cheat Sheet includes spaces to jot down information about the company you are interviewing for and details about yourself that will help you stand out as an applicant. Take the time to understand the company culture, and think about how you can show you not only match the job description, but will also be a good fit.

When filling in your sheet, consider:

- **Interviewer & Company:** Who is interviewing you? What company?
- **CEO & Mission Statement:** Who is the CEO? What does the mission statement tell you about the company?
- **Hiring Manager:** Who are they? What do you know about them?
- **Match Job Description:** What are some key points you want to make about how you fit what they're looking for? What can you offer?
- **About the Company:** How deeply do you know the company?
- **Your Tag Lines:** These could include the main talking points you want to cover or even a brand statement (e.g., Carlos is "The Corporate Security Translator"). Talking points should be brief, clear phrases that will help you show what you know or expand on how you would be a good fit for the position.
- **STAR Method:** Choose 2-3 positive and 1-2 negative situations from your experience. Using the STAR Method, jot down key words in this section that will spark your memory during the interview. Review the chapter on interviews if you need to refresh your memory about the STAR Method.

## Interview Talking Points

The Interview Talking Points sheet can help you keep your thoughts organized during your interview. We've provided some common headings you may have had experience with, along with a few unlabeled sections you can customize for yourself.

When considering each heading, think about your related experience:

- What technology have you used? What hardware, apps, or software are you familiar with?
- What programs have you been involved with in your previous positions?
- Have you previously written any documentation, such as policies or procedures?
- What positions do you want to highlight from your resume? What experience did you gain that would be beneficial in this potential role? Jot down a few words or phrases that will help you recall details you want to include.