



**WORKSHEET**

# **CHEAT SHEET TEMPLATE**

A personal interviewing cheat sheet can help you remember the key points of your resume, key information about the role and company and provide evidence of your skills and accomplishments. It can help you organize ideas, create arguments, and trigger your memory if your mind goes blank before or during the interview.

Use the template below to build your personal cheat sheet and keep it close in the final hours of preparation.





# CHEAT SHEET TEMPLATE



BEYOND B-SCHOOL

Interviewer(s) Name & Role	
Team Size and Function	
Company Size	
CEO's Name	
Main Products/Services	
Current Industry and Company News	
Competitors	
Company Values/Mission Statement	
Qualifications for Position	
Top 3 Responsibilities for Position	
Questions to ask at end of interview (3 minimum)	
My Strengths	