

THE ULTIMATE INTERVIEW CHEAT SHEET TO LAND YOUR DREAM JOB

By Amy Gibson

Your Story & Interest

Tell Me About Yourself.

- ✦ Focus on your professional journey, not personal details.
- ✦ Mention 2-3 relevant achievements. Keep it brief, under 3 minutes.

Why Are You Interested in This Role?

- ✦ Research the company. Connect your goals to their mission.
- ✦ Highlight specific aspects of the role that excite you.

Strengths & Weaknesses

What Are Your Strengths?

- ✦ Choose a strength that solves a problem the company faces.
- ✦ Back it up with a quick story or example of how you've applied it.

What Is Your Greatest Weakness?

- ✦ Choose a real weakness that won't affect your job performance.
- ✦ Show how you're actively working to improve it.

Problem-Solving Abilities

Describe a Time You Faced a Challenge at Work

- ✦ Use the STAR method: Situation, Task, Action, Result.
- ✦ Focus on the action you took and the positive outcome it led to.

How Do You Prioritize Your Work?

- ✦ Describe a system you use, like a to-do list or time-blocking.
- ✦ Show flexibility and how you adjust when things change.

Teamwork & Communication

Tell Me About a Time You Worked in a Team

- ✦ Focus on collaboration. Mention how you contributed and helped others.
- ✦ Include a specific outcome the team achieved together.

How Do You Handle Stressful Situations?

- ✦ Mention specific techniques, like prioritizing tasks or taking breaks.
- ✦ Share a brief example of how you stayed calm under pressure.

Leadership & Initiative

Give an Example of a Time You Took Initiative

- ✦ Share when you saw a problem and solved it without being asked.
- ✦ Show the impact of your actions and how it benefitted the company.

Describe a Time When You Showed Leadership

- ✦ Share a time when you took charge, even if it wasn't your formal role.
- ✦ Focus on how you motivated others and the result of your leadership.

Long-Term Goals and Fit

Where Do You See Yourself in 5 Years?

- ✦ Talk about career growth in a way that shows commitment to the role.
- ✦ Mention skills you're eager to develop that align with the job.

Why Should We Hire You?

- ✦ Highlight how your skills solve a key problem the company is facing.
- ✦ Show enthusiasm and a desire to contribute to the team's success.

Extra Tips For Success

Research: Go beyond the website. Check their recent news and social media too.

Practice: Don't memorize. Rehearse enough to sound natural and confident.

Ask Questions: Have 3 insightful questions ready about the role, team, culture.

Follow Up: Send a short, thoughtful email within 24 hours of the interview.



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