

**Company:**

**Date:**

**Place:**

**Who I'm Meeting With:**

**Position:**

**Time:**

### What I Love About the Position

The super-specific things about this company and position that make it a great fit.

### Questions to Ask

Things I don't know about the job or company, but want to ask during the interview.

### What Skills I Bring to the Position

The key skills and experiences that make me perfect for this job.

### Accomplishments to Highlight

My specific projects and achievements that relate to this job and highlight my skills

### Challenges to Address

Questions the interviewer might have about my background, and how I'm going to tackle them.

### Not to Forget

Contacts I have at the company, fun facts about my background, or anything else to mention!

## POST-INTERVIEW NOTES

**Follow-Up Needed**

**Send Thank-You Notes to**

**What I Loved**

**Red Flags**