

Interview Guide

Company Name _____ Position Title: _____

Company Website: _____ Position Website: _____

Initial Application:

I emailed _____ @ _____ on ____ / ____ / ____

I submitted a form at the website _____ on ____ / ____ / ____

First Contact with Company:

Person's Name: _____ Email Address: _____ Date: ____ / ____

Interview Details

Date	Time	Phone	Video	In-Person	Person's Name/Contact Info	Title

My Strengths to Emphasize:

Skills: _____

Activities/Orgs: _____

Pub./Presentation: _____

Other: _____

My Questions:

1. _____

2. _____

3. _____

My Summary: _____

Notes for following up:

