

Interview Record Sheet Courtesy of Résumé Resources

Keep track of what you said, to whom you said it, and what you wore.

Date:	Company:
Meeting With (Name):	Title:
Address:	Telephone:
	Website:
	Email:
Major Accomplishments:	
1.	
2.	
3.	
4.	
5.	
6.	
Management or Work Style:	
1.	
2.	
3.	
4.	
5.	
6.	
Things You Need to Know About Me:	
1.	
2.	
3.	
4.	
5.	
6.	
Reason I Left Last Job:	
Answers to Difficult Questions:	
1.	
2.	
3.	
4.	

My Strengths/Weaknesses:

- 1.
- 2.
- 3.

Questions to Ask Interviewer:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Things I Can Do For You:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

What I Wore (to prevent wearing the same clothing repeatedly):

Résumé
Resources



TM

Good Luck!

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National / International Career Transition Specialist

Résumé Resources

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