Zeta Consulting
Executive Search

Interview Preparation Worksheet

It is vitally important to review your professional achievements. Assess what skills you have that relate to this position and record them with an example. Use this sheet to write down SPECIFIC examples from past experiences.

Start with your most recent Employer and focus on the highlighting strengths and addressing weaknesses.

Company: _____

Position: _____

List your Accomplishments/Achievements while working at this position here:

List the strategy, implementation, and development processes you used to bring about these results:

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