



## Company/job research findings

Company overview	Interesting facts/company news

**Job overview**

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## About me

**Interesting facts/hobbies**

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**Top line professional skills**

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Current responsibilities	Job Description responsibilities



## About me (cont.)

Strengths	Example	Weaknesses	Steps to improve
1.		1.	
2.		2.	
3.		3.	
4.		4.	



## Challenge encountered/ stressful situation

Problem background:

Thought process/solution found:

Situation outcome:



## Questions for the interviewer

1.

2.

3.



## Thank you email

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