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## INTERVIEW PREP - WORKSHEET

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### One-sentence summary of your work history

*"I have worked for 2 years in food service at Sonoma State University and at Starbucks, and also served as Event Coordinator for two large events my sorority produced."*

### One- to two-sentence summary of a single accomplishment you're proud of that will grab the interviewer's attention:

*"Recently, my manager at Starbucks was out for several weeks on sick leave, and I too over as interim shift manager. I motivated the team to rally around introduction of a new product line, breakfast sandwiches, and in the first week our sales jumped 20%."*

### A one- to two-sentence targeted statement explaining that you are interested exactly what the employer wants to hire you for:

*"As I am graduating this May with a BA in Sociology from Sonoma State University, I would like to enter the hotel management field. I'd like to start working in food service, and learn the ropes in this industry so that I can move up into event management."*

*Position you are applying for (job title and organization)*

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*Brief Job Description*

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*Your 5 – 7 Strengths that Match this Position*

*Specific Example of Each*

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*Why are you interested in this position?*

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