Interview Like a Pro:
AI Interview Preparation Cheat Sheet

Purpose: This cheat sheet uses AI to help you prepare for interviews by generating industry- or role-specific questions, as well as insightful and thoughtful questions to ask the employer. AI can also be used to simulate a back-and-forth interview and help craft strong, structured answers using the CARL method, so you can practice responding confidently and effectively.

Gather Materials

Before starting, make sure you have:
- The resume submitted for the role
- The job posting for this role

Identify Potential Interview Questions

Prompt: Using the job posting below, generate 10 competency-based and 5 technical interview questions a hiring manager might ask.
Job Posting: [PASTE HERE**]**
Pro Tips:
- Behavioral questions often start with "Tell me about a time when…" or "Give an example of…"
- Technical questions focus on skills, tools, or domain knowledge listed in the job description.

CARL Method

CARL Framework:
C – Context: Set the scene. Describe the situation or problem.
A – Action: Explain the specific steps you took.
R – Result: Describe the outcome or impact.
L – Learning: Share what you learned or how you improved.

CARL-Based Answers

Prompt: Using the 10 interview questions below, my resume, and the job posting, generate professional, concise sample answers using the CARL method (Context, Action, Result, Learning). Tailor each response to align with my experience and the role described. Include metric placeholders for results (do not invent numbers). Format each answer clearly, labeled by question number.
Resume: [PASTE HERE]
Job Posting: [PASTE HERE]
Interview Questions: [PASTE QUESTIONS]

Prompt to generate CARL answers:
Optional Follow-Up: Ask AI to refine your answers further to:
- Make them shorter for quick recall during interviews
- Make them more conversational
- Focus on highlighting transferable skills

Create a Strong Introduction!

First impressions matter! Be prepared for "Tell me about yourself" or casual ice-breakers.

Start New Prompt: Craft a professional, engaging 'Tell me about yourself' answer using the 'I help' format. My background: [brief experience and strengths]. Excited about this role because: [reason].

Create Employer Questions

Show curiosity and engagement by asking insightful questions.

Start New Prompt: What are five insightful and thoughtful questions I can ask the employer in an interview for a [paste job posting role] at [paste company name URL]?

AI Privacy Best Practices

DON'T provide personally identifiable information (PII), sensitive data, proprietary information — anything you wouldn't want to be shared publicly.
DON'T provide anyone else's personal information, such as your personal or professional references.
DON'T upload files to be analyzed or improved, as they may contain metadata with personal information. Instead, copy and paste just the content that is necessary to form your prompts.

The Importance of Honesty

Honesty builds trust and credibility in interviews, highlighting transferable skills and your willingness to learn if you lack certain experience.

Start New Prompt:
How can I honestly address my limited experience in [skill] while highlighting my transferable skills and eagerness to learn?

Example:
I don't have direct experience in data analysis, but I have used Excel for tracking project metrics. How can I frame this honestly and positively?

Practice& Tips

Practice:
- Copy your questions and CARL answers into a document or flashcards.
- Practice speaking your answers aloud to build confidence.
- Use the employer-focused questions to show engagement and curiosity.

Tips:
- Always review AI-generated answers for accuracy and authenticity.
- Tailor examples to the company's culture and values.
- Use metric placeholders to quantify achievements during interviews.