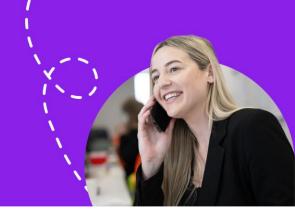


Job Application Checklist



1. Before You Apply	
	Research the company (values, culture, recent news, industry reputation).
	Carefully read the job ad and highlight key skills and requirements.
	Match your experience to the role (make a quick bullet list for yourself).
	Note the application closing date and method (Seek, company website, recruiter).
2. Update Your Documents	
	Tailor your CV to the role (highlight relevant skills, keep it concise).
	Write a cover letter (addressed to the hiring manager if possible, role-specific).
	Ensure formatting is clean, consistent, and error-free.
	Save files in a professional format (PDF, named as "Firstname Lastname – CV").
3. Prepare Your Online Presence	
	Update your LinkedIn profile (photo, headline, most recent role).
	Check your social media (remove anything unprofessional).
	Align your online profile with your CV (dates, job titles, achievements).
4. Sı	ubmitting the Application
	Double-check the job reference number (if required).
	Attach the correct CV and cover letter (avoid old versions).
	Proofread emails or application text before sending.
	Apply before the deadline (don't wait until the last day).
5. After Applying	
	Save a copy of the job description for interview prep.
	Record the application in a job tracker (company, role, date applied).
	Set up job alerte for eimilar roles

Be ready to answer phone calls from unknown numbers (could be a recruiter/employer).

