

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. Submitting 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 alerts for similar roles.
- ☐ Be ready to answer phone calls from unknown numbers (could be a recruiter/employer).