# Job Application Checklist

A person wearing a white shirt

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**Step 1 – Complete these essential exercises.**

☐ **Find out when the application deadline is** – some employers will bring this forward if they receive a lot of applications so it is always best to apply early.

☐ **Print the job advert, description and person specification** – make a list of all competencies the employer is looking for including skills, experience, knowledge and qualifications

☐ **Use the Comptency Matching Grid** – to consider how you will evidence each competency or requirement the employer is looking for

**Step 2 – Create a first draft of your application**

☐ **Read 5 tips for a successful CV and What is a Cover Letter and How to Write one** - This will help you create your own CV and cover letter

**Step 3 – Check you have:**

☐ Tailor your CV for the role you are applying for i.e. you have shown you have the competencies the employer is looking for.

☐ Use and Include **Active Words** in your CV and use bullet-points.

☐ Clearly state the role you are applying for in your application/cover letter. **Review the Cover Letter template and How to complete**

☐ Explain your motivations for applying for the position.

☐ Cover each and every competency the employer is looking for.

☐ Support every statement you make in your statement with evidence.

☐ Mention your key selling points, whether that be your experience, qualification(s) and/or specific skillset early in your statement.

☐ Don’t include any excessively long paragraphs in your application.

☐ Proof-read your application to check it for spelling and grammar mistakes.

☐ Asked a friend or family member to proof-read your application.

☐ Utilise active and professional words throughout your application.

☐ Included a final paragraph outlining your suitability for the role.

**Step 4 – Once You’re Happy**

☐ Proof-read your entire application to check for spelling and grammar mistakes.

☐ Ensure all sections of your online application are checked and complete before submitting.

☐ **Use the job Application Tracker** and **Job Search Logins and Passwords** to keep all information related to your job search in the same place. It's easy to find who, what, where, when, and how you applied to each job. It also keeps things streamlined, so you don't apply to the same role twice- especially when the same job might post on different platforms.

**Step 5 – After Application**

☐ **Follow up** – If you have applied for a job and not heard back, you can send the below email to check in and make a good impression while doing it. (**Use the email template provided** for this)

☐ **Follow up** – If you don’t hear back from the company, call them to see if a decision has been made and ask for feedback.