

# BEFORE SUBMITTING A JOB APPLICATION... THE 13 THINGS YOU MUST DO

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THERE ARE SOME SIMPLE THINGS YOU CAN DO TO YOUR JOB APPLICATION THAT WILL MAKE A BIG DIFFERENCE TO YOUR SUCCESS, BUT ALL TOO OFTEN THEY ARE EASILY FORGOTTEN.

Here's a checklist to think about before clicking send!

- 1 HAVE YOU TRIPLE-CHECKED YOUR SPELLING?**  
And then checked it 10 more times? Or had someone else look over it? In their first cut, employers are not looking for a reason to employ you, they are looking for a reason to eliminate you. Bad spelling and grammar are reasons to stop an application dead in its tracks.
- 2 HAVE YOU RESEARCHED THE ORGANISATION?**  
You should show in your cover letter that you know what they are about, what they are trying to achieve and how you can help them do this.
- 3 HAVE YOU FOUND OUT WHO TO ADDRESS YOUR COVER LETTER TO?**  
"Dear Sir/Madam" doesn't quite cut it. It shows you haven't done your research.
- 4 HAVE YOU CONDENSED YOUR CV TO TWO PAGES?**  
In New Zealand, long CVs are not generally a good idea. Employers don't want to read an essay.
- 5 HAVE YOU ENSURED YOUR COVER LETTER IS NO MORE THAN THREE-QUARTERS OF A PAGE LONG?**  
It is hard to be concise, but it is important, so put the time in.
- 6 HAVE YOU ADDRESSED EVERYTHING THEY MENTIONED IN THE JOB AD/DESCRIPTION AND RELATED YOUR EXPERIENCE TO IT?**  
This shows you are clear about what they want and how you can provide what they need.

- 7 DO YOUR REFEREES KNOW YOU ARE LOOKING FOR A JOB?**  
It's polite and professional to ask if they are willing to be your referees first. It also gives them more time to think about how wonderful you are before they get the call!
- 8 IS YOUR EMAIL ADDRESS APPROPRIATE?**  
reddragon@hotmail.com doesn't look professional. Even though it's the email account you might use all the time, set up a new one with your real name and set up a redirect if needed.
- 9 WHAT'S YOUR DIGITAL FOOTPRINT LIKE?**  
If you were looking to hire someone and had the internet at your fingertips, where would you look for a background check? Make sure your settings for Facebook and Twitter are private, and remove pictures that aren't appropriate.
- 10 HAVE YOU ADDED YOUR SIGNATURE OR A DIGITAL SIGNATURE TO YOUR COVER LETTER?**  
This detail does matter to some people.
- 11 HAVE YOU APPLIED THE WAY THEY ASKED YOU TO?**  
If they have an application form on their website, fill it out. Read the fine print and make sure you are submitting it in the format they want.
- 12 PDF IT**  
That formatting you did on your CV won't matter if they don't have the same font or software. Make sure you convert your CV and cover letter to PDF.
- 13 LASTLY, DID YOU ATTACH YOUR CV AND COVER LETTER?**  
Yes, seems obvious, but in the heat of the moment think before you push send on that email.

**Best of luck with the job hunt!**



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