**LAST MINUTE**

**JOB APPLICATION CHECKLIST**

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| **PREPARATION & SUBMISSION** | |
| ☐ | Avoid using abbreviations such as “etc.” & “et al” in your resume & cover letter. |
| ☐ | Incorporate the keywords from the job listing into your resume. |
| ☐ | Check if the capitalization, grammar, & punctuations are correct. |
| ☐ | Do not apply to a company if the job position doesn’t match your experience & skill set. |
| ☐ | Use good subject lines rather than using “intro” or “hello.” |
| ☐ | If you’re being referred by an employee, make sure that the recruiter is informed. The Applicant Tracking System (ATS) won’t automatically record your referral. |
| ☐ | Use professional email addresses on your cover letter & resume. Avoid using cutesy & flirtatious email addresses. |
| ☐ | In the body of the email, insert your resume. Don’t send it as an email attachment. |