



# Job Application Checklist

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## *Email Applications*

Done ✓

Send cover letter and resume as one attachment	
Application is in Word format	
Application is emailed to correct address and contact person	
Email is sent from an appropriate address (e.g. NOT dirtydog@hotmail.com)	
Application is emailed to arrive by 5pm on closing date	

## *Postal Applications*

The correct number of resume copies have been included	
A completed application form is included if required	
Application is sent to correct address and contact person	
Application is posted to arrive by 5pm on closing date	
The correct amount of postage has been used	

## *Fax Applications*

The correct number of pages have been included (as requested by employer)	
A fax cover sheet with senders details is used	
Application is sent to correct address and contact person	
Application is faxed to arrive by 5pm on closing date	

## *Telephone Applications*

Applicant contacts hiring manager within requested hours before closing date	
Applicant is prepared with resume details	
Applicant has researched company and position if possible	
Applicant is in a quiet area and not distracted	
Applicant uses good communication skills, builds rapport and is polite	