

# YOUR JOB APPLICATION CHECK LIST

Take the time to make sure your job application is completed properly.

- ✓ Make sure to read to read and follow all the instructions properly. Review the whole application briefly before you start completing it, to avoid repeating information.
- ✓ Check if your contact details are correct, neatly written and properly spaced.
- ✓ Check if your email address is correct, legible and appropriate for a professional image.
- ✓ Check if your former employers are spelled correctly and your dates of employment are accurate.
- ✓ Check if your qualifications are correctly detailed and can easily be understood. Acronyms that make no sense just waste the reader's time.
- ✓ Avoid leaving blanks, if questions do not apply to your respond with "not applicable".
- ✓ Proofread your application carefully before you submit it.



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