

# CLOSING GAP

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# CHECKLIST

*Winning Job Application*

**Your step-by-step guide to stand out, impress, and succeed**

- Use a clear file name like "Name\_Role.pdf" instead of "CV\_Final\_V3.pdf."
- Always share resumes in PDF format to avoid formatting issues.
- Know your resume inside-out—be ready to explain achievements with examples.
- Research the company's mission, culture, and challenges to personalize your application.
- Proofread carefully—typos or errors can hurt your first impression.
- Use a professional email address for applications (e.g., firstname.lastname@gmail.com).
- Follow up 5–7 days after applying to express continued interest.
- Rehearse answers to common questions and align them with your resume.
- Prepare thoughtful questions about the company and role for interviews.
- Practice introducing yourself confidently
- Check job application deadlines—apply early for better chances.
- Track your applications to avoid duplicating efforts or missing follow-ups.
- Stay up-to-date on industry trends to discuss them confidently during interviews.
- Research the company's dress code and plan your attire accordingly for in-person meetings.