



## Job hunter's checklist

Check off each item before you email your job application.

- Clearly label your CV and cover letter with your name, the job title, the job reference number, and the date you sent it.
- Check your application form, CV and cover letter for spelling and formatting errors, and for correct contact details.
- Put relevant information in the email subject line, including your name, the job title, and job reference number.
- Write an introductory email that asks the hiring manager to read your cover letter and CV. Remember, this will be their first impression of you.
- Attach your CV and cover letter as Microsoft Word documents (recruitment software can't scan PDFs), and any other documents requested by the employer (such as an application form).
- Click send.
- Check your sent folder to make sure your email was delivered.