

Your job application checklist: don't miss these 10 steps

7

1

Photo

Forget the photo in your car, in the bathroom, with duck face or in your wedding dress. A photo with a neutral background and focus on your face will be perfect.

2

Updated CV

If you don't update your resume, it could be prejudicial because you have developed yourself since then.

3

Mailing list

Don't send your CV to all temp and recruitment agencies including them in copy. Make sure all the recipients are hidden.

4

Date of your experiences

Lying or spinning the truth about your past experiences' duration will not be in your favor. Avoid writing « 2017-2018 », prefer « December 2018 - March 2019 » instead.

5

Relevant information

You worked as a waiter during the summer? It was probably an interesting experience, but you are now looking for a different position. This information is not relevant to a recruiter.



6

Email address

baby911, gangster2015, etc... These are not very professional. Opt for name.surname@mail.com.

7

Misspelling

Spelling errors in your resume or cover letter are eliminatory for most recruiters.

8

File type and name

Use PDF or Word files and name your CV, for example, « name.surname-version1.pdf ».

9

CV title

Pay attention to adapt the title of your resume according to the job ad. Avoid a generic « CV ».

10

Social media

Search for your name on Google and check your publicly accessible information. Don't hesitate to delete some information and to change the privacy settings of your accounts.

**BONUS**

Look up for the market average salary, the labour laws and your notice period before you apply, so as to communicate the information during your interview.