

# Applications Checklist

When writing your application check the following...

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## Before

- You have set up a professional-sounding email address to include in your personal details, such as namey.mcname@gmail.com – consider setting up an email account specifically for corresponding with employers if you don't already have one like this
- Your voice-message on your mobile phone is appropriate
- Your online presence (facebook, twitter, etc) presents you in an appropriate way and any professional presence (e.g. LinkedIn profile) matches what you have said about yourself in your application. Check your privacy settings and profile pictures – some companies systematically check these
- If you are required to fulfil certain academic criteria before applying, such as UCAS points and expected degree result, you have entered these accurately. (If you are an International student, UCAS has information for international students [www.ucas.com/international](http://www.ucas.com/international), and UK NARIC compare international qualifications (for a fee). However some larger organisations will accept you entering that you meet their minimum criteria and will do the comparison themselves. Check the guidelines provided by the employer or contact them for clarification)
- You have read all instructions so that you stick to any guidelines, including word limits
- If you are completing a paper application form, you have made copies to practice on
- If required to register online to complete the application, you have used a password you will remember to access it again later

## During

- You don't leave any fields of the application form blank. If there is something that doesn't apply to you, type n/a, which is widely understood to mean not applicable
- You have listed your education and experience in reverse chronological order (most recent first)
- You have fully answered all parts of all questions on the form
- If completing an online application, you are regularly saving your answers in case of any problems with the system
- You have tailored your answers to the role for which you are applying
- You have considered the job description and/or person specification, addressing all the essential criteria and providing specific examples as evidence that you meet them all. An application form will usually either have competency-based questions, designed to assess whether you meet all the criteria, or a space where you will be expected to outline how you meet all the criteria.
- All references to the name of the company and their products or services are correct
- You have avoided (or where appropriate explained) abbreviations and acronyms – use your discretion to decide whether the employer is likely to be familiar with the same acronyms and abbreviations as you
- You have used appropriate language – professional, no text speak
- You have considered the full range of your skills and experience, especially from University, identified which are the most relevant, and expressed these in a way that the employer will understand

## After

- Your spelling and grammar are accurate and correct. It's a good idea to type up your answers or statement in a word processor, check spelling (with English UK settings) and then copy and paste to the online form
- Someone you trust has proof-read it
- You have let your referees know what you're applying for so they can give an appropriate reference for you if asked
- You have saved or kept a copy of the application along with the job description/person specification to refer back to if you are invited to the next stage of selection by the employer
- If sending by email, you have named your application form and accompanying files logically before attaching them. See the checklists in the Essex CV pack for more advice on sending applications by email.