

COACHING WITH PAMELLA

Professional Job Application Checklist

A final check before you press submit.

Pamella Pritchard Howell

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This checklist is designed to help you review the essentials quickly, without second-guessing the entire application.

1 Your CV

- ☐ Your professional title is relevant to the role
- ☐ Your summary reflects the opportunity and appropriate level of seniority
- ☐ The most relevant skills to the role are easy to identify
- ☐ Your strongest achievements appear prominently
- ☐ The CV demonstrates the right level of leadership, technical capability or commercial responsibility
- ☐ Transferable experience is clear if you are changing industry or function
- ☐ Location or relocation information is clear where relevant
- ☐ Employment dates, titles, qualifications and contact details are accurate
- ☐ The document contains no comments, tracked changes or drafting notes
- ☐ You have saved this as a separate tailored version and retained your original master CV

2 Your Cover Letter

- ☐ The correct role and organisation are named
- ☐ The letter explains why your experience is relevant
- ☐ It adds context rather than repeating your CV
- ☐ Any significant industry change, career transition or relocation is addressed where necessary
- ☐ Relevant selection criteria have been considered
- ☐ There are no references left over from another application

3 The Role Requirements

- [ ] You have reviewed the full job advertisement or position description
- [ ] Essential or mandatory criteria have been addressed
- [ ] Your application demonstrates the level of seniority required
- [ ] Any requested supporting documents have been included
- [ ] You have followed the organisation’s application instructions

4 Final Submission Check

- [ ] CV attached
- [ ] Cover letter attached where required
- [ ] Selection criteria or supporting documents attached where required
- [ ] File names are professional
- [ ] Final documents are saved as PDF
- [ ] Online application fields match your CV
- [ ] Spelling, names, dates and contact details have been checked
- [ ] Closing date has been confirmed





BEFORE YOU PRESS SUBMIT

Ask yourself:

- ☐ *Is it clear why I am relevant to this role?*
- ☐ *Does my application reflect the level at which I am applying?*
- ☐ *Have I made the important information easy to find?*
- ☐ *Is every statement accurate and something I can confidently discuss at interview?*

If yes, submit the application.

Save a copy of the job advertisement, position description and the exact CV you submitted. These will be useful if you progress to interview.



ABOUT YOUR COACH

Pamella Pritchard Howell

Pamella Pritchard Howell is an ICF Certified life, career and business coach with 15+ years of experience across Human Resources, recruitment, talent, leadership and commercial roles and over 6+ years coaching.

She works with experienced professionals, managers and executives to strengthen their professional positioning and navigate important career decisions with greater clarity and confidence. Find out more at www.coachingwithpamella.com.

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