

RESUME CHECKLIST FOR ONLINE JOB SEEKING

ACTIVITY 11

Have you:

- Spell checked your resume?
- Written a cover letter including the advertised key job criteria and key words used in the ad?
- Modified your cover letter to ensure it is specific to the advertised role?
- Made sure that the cover letter is addressed to the correct person & job?
- Proof read your cover letter – both for errors & to make sure it makes sense?
- Sought out someone else to give you feedback on your resume/ cover letter?
- Made access to an email account with an appropriate name, your name as the sender, and with adequate storage space for replies?
- Provided examples of how you have previously demonstrated the key criteria needed within the role?
- Read the advertisement carefully to make sure it is an appropriate level job to apply for?
- Called the contact person if you need more information to structure your resume around?
- Looked in a variety of online and offline sites for jobs you desire?
- Saved your resume and cover letter in a common file type (e.g. .doc format)
- Briefly explained about any companies you have worked with?
- Made sure your contact numbers are contactable / have appropriate voice mail messages.