



The Before You Hit the Send Button Checklist

- ☐ Verify that you have the ***correct version***
- ☐ Check that the ***keywords*** match the description
- ☐ Read it on your ***computer screen***
- ☐ Read it on your ***phone***
- ☐ Check how it looks as a ***.pdf***
- ☐ Check how it looks as a ***.docx***
- ☐ ***Print it out*** and read it on paper
- ☐ Read it ***out loud***
- ☐ Read it ***backwards***
- ☐ Verify that the ***file name*** matches the job posting
- ☐ Check how it filled in on ***job board application***
- ☐ Always submit a ***cover letter***
- ☐ Verify ***date*** on cover letter
- ☐ Verify ***addressee*** on cover letter
- ☐ Verify the ***job title and source*** on cover letter

