



**Total  
Rebrand**

Review Revamp Rebuild

# Ultimate Job Application Checklist

[TOTALREBRAND.COM](https://TOTALREBRAND.COM)

# TABLE OF CONTENTS

<b>1</b>	<b>INTRODUCTION</b>
<b>2</b>	<b>POSITION FIT ASSESSMENT</b>
<b>3</b>	<b>JOB APPLICATION PREPARATION</b>
<b>4</b>	<b>RESUME OVERVIEW</b>
<b>5</b>	<b>COVER LETTER OVERVIEW</b>
<b>6</b>	<b>SANITY CHECK &amp; SUBMISSION</b>
<b>7</b>	<b>WHAT'S NEXT?</b>

# INTRODUCTION

Job searching can be a very daunting process. Each task – from reviewing the job description to revamping the resume to drafting the dreaded cover letter, to the simple act of submission seems incredibly overwhelming!

Total Rebrand has taken the anxiety out of the application process by breaking down each step into easily actionable tasks. This way, you can work through the list, and before you know it, you will breeze through the job application process.

# Job Application Checklist

## STEP 1: ASSESS POSITION FIT

- ☐ Is the job within a reasonable commuting distance?
- ☐ Do I have the technical capabilities required in the job description?
- ☐ Do I have the industry experience required in the job description?
- ☐ Do my values and goals align with the company's vision and mission?
- ☐ Is the online application system easy to navigate?
- ☐ Do I have proper security clearances for this position?
- ☐ Have I previously applied for this position?

## STEP 2: JOB APPLICATION PREPARATION

- ☐ Can you submit the application before the deadline date?
- ☐ What documents are required to apply for this position?
- ☐ Is the target employer accepting applications through a Resume and Cover Letter Applicant Tracking System or via e-mail address?

## STEP 3: RESUME OVERVIEW

- ☐ Did you use your personal e-mail address in the header?
- ☐ Do the resume details align with the job description keywords?
- ☐ Are you using a simple font (e.g. Arial, Times New Roman, Calibri)?
- ☐ Are the informational bullet points impactful and specific?
- ☐ Can you support your experience with hard-core evidence?
- ☐ Is your resume in the requested format (Word, PDF, etc.)?
- ☐ Is your resume content within required page limitations?

## STEP 4: COVER LETTER OVERVIEW

- ☐ Does the header in your cover letter have the same format and content as the header in your resume?
- ☐ Does your greeting address the proper hiring manager/decision-maker or team?
- ☐ Do the first 1-2 sentences explain why your target employer is awesome?
- ☐ Can you mention a referral or a current employee in your cover letter (e.g. someone you spoke with about the position?)
- ☐ Can you connect your story to your target employer's needs through this role?
- ☐ Do your experiences and capabilities align to the needs of your target employer?
- ☐ Do you provide concrete examples on how you've successfully solved similar problems for other organizations and how your skills can benefit your target employer?
- ☐ Have you summed up the main points of your letter?
- ☐ Have you thanked your target employer for reading your cover letter?
- ☐ Have you asked the target employer to reach out if they are interested in interviewing you?

## STEP 5: SANITY CHECK AND SUBMISSION

- ☐ Did you review both documents for typos, grammatical errors, and formatting issues?
- ☐ Did you search for and find a recruiter/hiring manager name and e-mail address to send your application to in a separate e-mail?
- ☐ Did you submit the documents through ATS or requested target employer e-mail address?
- ☐ Did you mention a referral or a current employee in your cover letter (e.g. someone you spoke with about the position?)
- ☐ If submitted to a human being – did you include the position and job requisition number in the subject line?
- ☐ Did you e-mail the application separately to your contact or straight to the hiring manager/recruiter, if possible?
- ☐ If applying through e-mail, are the resume and cover letter documents attached to the e-mail?
- ☐ Did you press send or submit?
- ☐ Did you record the submission confirmation in a file for future use?



# ABOUT TOTAL REBRAND

Total Rebrand provides self-paced online courses and personalized services to help individuals and organizations surpass their competition.

We transform job application materials and business plans into cohesive stories that get funded. We accelerate the careers of job seekers and scale our clients' businesses.

Dara Iserson created Total Rebrand to help job seekers, recruiters, businesses leaders, and organizations maximize their full potential under a healthy and seamless work culture.

With Total Rebrand, you can maximize your full potential too.



## WHAT'S NEXT?

- 1** LIKE AND SUBSCRIBE ON SOCIAL MEDIA FOR @TOTAL REBRAND
- 2** READ OUR BLOG FOR THE LATEST JOB SEARCH TIPS
- 3** ENROLL IN OUR JOB SEARCH COURSES TO CATAPULT YOURSELF TO THE TOP OF THE INTERVIEW PILE.
- 4** SIGN UP FOR A STRATEGIC CONSULTATION TO ASSESS YOUR JOB APPLICATION MATERIALS
- 5** LAND YOUR DREAM JOB

COUNT ME IN