

Top 10 points to check when applying for a role:

CV



Contact details are up to date on your CV

Professionalism



Your email address is professional

Education



You have detailed your education - with dates

Job



You have your last / current role as your 1st in job industry

Personal Statement



You have a personal statement detailing your goals and contributions for the position.

Social Media



Your LinkedIn and social media profiles are up to date and professional

Certificates



Please add the expected completion date for your current studies to your list of certifications with dates.

Hobbies



Hobbies - not too extreme but people hire likeminded people with common interest

If there are essential skills for the role you have detailed your skills to match them



You have carried out research on the company and role and mentioned the business in your cover letter

