# Job Application Checklist: 10 Steps to Stop Being Ignored

*A practical guide to fix the mistakes that cause your application to be overlooked*

- **Understand the role properly:** Research the company and understand the role requirements.
- **Clarify the real problem:** Identify the core problems this role solves.
- **Map your relevance:** List your relevant skills and experiences
- **Convert tasks into impact:** Translate your experience into measurable outcomes.
- **Align your CV:** Tailor your resume to match job keywords.
- **Align your message:** Customize your cover letter for each application.
- **Remove friction:** Proofread all documents for errors and clarity.

- **Increase visibility:** Optimize your LinkedIn profile to match your resume.
- **Follow-up strategy:** Prepare a follow-up strategy and timeline.
- **Final decision test:** Would you interview this candidate?