# Writing a job application
## - The CHECKLIST to tick off

❒ I have compiled a PDF with all the documents (cover letter, possibly cover sheet, CV, certificates) and have not forgotten anything.

❒ My cover letter and CV are uniform (remarkable layout, same font).

❒ My cover letter contains both my address and that of the recipient.

❒ My cover letter contains location, date and a subject line.

❒ I have proofread my application several times and checked the spelling.

❒ I have signed my cover letter and CV (in the case of an e-mail application: Signature scanned and copied to the correct place).

❒ I have combined all the documents into a single PDF document (maximum 5 MB).

❒ I updated the date and used the correct company address and the correct name of the contact person.

❒ My e-mail contains the correct recipient, a suitable subject, a short e-mail text and my documents in the attachment.

❒ Click the send-button and now it's time to keep your fingers crossed ☺