

Job Application Checklist

Use this checklist before submitting any remote or call-center job application.

Before You Apply

- Research the company — know their services, values, and recent news.
- Read the job description twice. Highlight required vs. preferred skills.
- Update your resume to match keywords from the posting.
- Prepare a tailored cover letter (yes, even for remote roles).
- Gather references and alert them in advance.

Resume Review

- Use a clean, scannable layout with clear section headers.
- Quantify achievements: 'Resolved 30+ tickets daily' beats 'Handled tickets'.
- Include remote-work keywords: self-starter, time management, async communication.
- Check for typos — read it aloud or use a proofreader.
- Save and submit as PDF unless otherwise instructed.

Application Submission

- Fill out every required field; do not skip optional sections.
- Double-check your email address and phone number.
- Attach all requested documents (resume, cover letter, certifications).
- Write a clear, professional subject line if emailing directly.
- Note the submission date and set a follow-up reminder for 7–10 days.

Post-Submission

- Send a brief thank-you email within 24 hours.
- Update your application tracker spreadsheet.

- Continue applying — never wait on one response.
- Prepare for screening calls by researching common questions.
- Review your social media privacy settings.

Good luck — preparation is half the interview.