

CAREER CHECKLISTS

Simple step-by-step checklists for internships,
job applications and interviews.

■ A LITTLE LESS STRESS, A LITTLE MORE READY

Use this little checklist pack whenever you feel unsure about what to do next.

- ✓ Before you apply
- ✓ Before you submit an application
- ✓ Before an interview
- ✓ After an interview
- ✓ When you need to follow up

You don't need to do everything. Just do the next right thing.

01 — BEFORE YOU APPLY

A quick reality check before you spend time on an application.

■	I understand what the role is actually asking for.
■	I can identify at least 2–3 things I genuinely match.
■	I have checked the basic requirements and eligibility.
■	I know why I am interested in this role.
■	I have researched the company enough to understand what they do.
■	I have checked the application deadline.
■	I am applying because the role fits — not just because the title sounds good.

MY QUICK NOTES

What makes this role worth applying for?

What part of my experience matches best?

■ **Don't self-reject.** *If you meet the important requirements and can show relevant skills, applying may still be worth it.*

02 — JOB APPLICATION CHECKLIST

Use this just before you click “Submit.”

■	My CV/resume is updated and relevant to this role.
■	My most relevant experience is easy to find.
■	I have checked dates, job titles and contact details.
■	I adjusted my CV/resume where appropriate instead of sending the exact same version everywhere.
■	My cover letter/message (if required) is specific to the role.
■	I answered all required application questions carefully.
■	I checked spelling, grammar and formatting.
■	My files are named professionally.
■	I saved a copy of what I submitted.
■	I know how I will follow up or track the application.

APPLICATION TRACKER

Company / Role	Date Applied	Status	Follow-up

Small habit: keep your own record. It makes follow-ups much easier.

1. A success / achievement I can talk about

2. A challenge / problem I handled

3. A teamwork / people example

■ *Remember: you are not preparing to sound perfect. You are preparing to sound like yourself — clearly.*

04 — INTERVIEW DAY CHECKLIST

A calm little list for the actual day.

■	I have my CV/resume and any requested documents ready.
■	My phone/laptop is charged.
■	My internet, camera and microphone are working (for virtual interviews).
■	I have chosen a quiet and appropriate place.
■	I know how to get there / access the meeting.
■	I am dressed appropriately for the role and company.
■	I have water nearby.
■	I will pause before answering difficult questions.
■	I will ask questions too — this is a two-way conversation.
■	I will remember that one interview does not define my worth.

RIGHT BEFORE YOU START

One thing I want to remind myself:

One strength I want to show today:

Breathe. Listen. Think. Then answer.

05 — AFTER THE INTERVIEW

Do this before the details disappear from your memory.

■	I wrote down the questions I remember.
■	I noted what went well.
■	I noted one answer I would improve next time.
■	I recorded the next step or expected timeline.
■	I sent a thank-you message if appropriate.
■	I updated my application tracker.
■	I will follow up professionally if the expected timeline passes.

MY QUICK REFLECTION

What went well?

What would I answer differently next time?

What did I learn about the company / role?

How did I feel about the opportunity?

06 — THE FOLLOW-UP CHECKLIST

Not sure whether you should follow up? Use this simple guide.

Before following up	■ Check whether they gave you a timeline. ■ Give that timeline a little room. ■ Check your email/spam folder first.
Your message	■ Keep it short. ■ Be polite and interested. ■ Ask for an update rather than demanding an answer.
If there is no reply	■ One professional follow-up is reasonable. ■ Then keep applying elsewhere — don't put your search on hold.

MY FOLLOW-UP DATE

Role / Company: _____ Follow-up date: _____

■ *Keep going. One application is one possibility — not your whole career.*

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