



## Final Submission Checklist

Use this final checklist, before every CV submission.

- ☐ I've tailored my profile
- ☐ I've highlighted the most relevant achievements
- ☐ I've naturally included key words from the advert
- ☐ I've checked my spelling and grammar
- ☐ I've read my CV aloud
- ☐ My contact details are correct
- ☐ My file name is professional
- ☐ My LinkedIn profile roughly matches my CV (bar the tailoring)
- ☐ I've tailored my cover letter
- ☐ I'm happy this CV reflects the value I bring

## Final Reflection

Take a moment before pressing "Apply" to complete these sentences.

The strongest part of my application is:

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The thing I'm most pleased I changed is:

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The one thing I'll remember for my next application is:

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## Congratulations!

You've completed The Interview Invitation Toolkit.

I hope it's helped you see that creating a stronger CV isn't about trying to become someone you're not, it's about communicating the value that's already there.

By now you should have:

- ✓ Reviewed your CV through a recruiter's eyes
- ✓ Written a stronger professional profile
- ✓ Identified and demonstrated your achievements
- ✓ Learnt how to tailor your CV quickly and confidently

Most importantly, I hope you're feeling more confident about putting yourself forward for opportunities that genuinely excite you.

## Remember...

A CV doesn't get you the job.

People do.

Your CV simply opens the door.

The rest comes from your experience, your strengths and your ability to communicate them.

## If you'd like some extra support...

Different people need different things.

You might simply want another pair of experienced eyes.

Or perhaps you've realised your CV isn't actually the biggest challenge.

Whatever stage you're at, I'd love to help.

You can explore:

- A personalised CV Review
- Professional CV Writing
- Job Application Support
- Interview Coaching
- Career Clarity Coaching
- My signature Your Next Chapter coaching programme

...I'm here whenever you're ready. Visit my website for full details: [www.ellacoaching.co.uk](http://www.ellacoaching.co.uk)

Good luck with your next application!

Ella. 