

Executive Job Application Checklist

Make sure you fit the key selection criteria for the role. Don't waste time applying for roles you aren't both suitably qualified and interested in.

Create a personalised and tailored cover letter specific to the position. It's a great what that you can stand out from the other candidates.

Extensively research the position, organisation and industry. For executive level positions its expected that you have a broad knowledge and will be able to provide deep insights into the industry the vacancy exists within.

Be as well prepared as the best prepared candidate. Don't make the mistake of resting on your laurels - the recruitment process is high competitive.

Asking great questions to really help you to stand out. This is also a way to show that you have done plenty of research.

Show how your experience is relevant to the role. Don't just talk about what you have done - match what you have done with the requirements of the job.

Have a great attitude and show enthusiasm during the recruitment process. These two qualities are still very powerful and can make all the difference when selecting the successful candidate.