1. Read the job ad again (requirements + closing date)
2. CV headline and summary match the role
3. Correct CV file name, exported to PDF
4. Contact details correct and professional
5. Dates and job titles consistent
6. 2–4 proof points added (results/outputs)
7. Supporting documents attached (only what's requested)
8. Short cover message completed
9. Final typo scan (company name, role title)
10. Uploaded files verified before submit

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