**JOB APPLICATION CHECKLIST**

* **Check for H1b Sponsorship**
* **Look for key words in job description**
* **Edit Resume Accordingly**
* **Create Cover letter if required**
* **Check if the company came to your university Career Fair**
* **Check if for any alumni from university**
* **Can Ask for referral with a proper format (Talk about your work experience and how this position related to you)**
* **Submit Application**