



UX Job Application Checklist

Before you click Apply, check these 10 things.

Use this checklist to make every application more intentional—not just another click on Apply.





#	CHECK	QUICK TEST
01	Resume tailored	Does your resume reflect the role and its most relevant requirements?
02	Portfolio relevant	Is the portfolio link working and does it show work relevant to this role?
03	Job requirements matched	Have you identified the skills and responsibilities you can genuinely demonstrate?
04	Case study selected	Do you know which project best proves your fit for this specific role?
05	LinkedIn updated	Does your headline, experience and portfolio link tell the same career story?



#	CHECK	QUICK TEST
06	Company researched	Do you understand what the company does, who its users are and what it builds?
07	Referral opportunity checked	Do you know anyone who could introduce you or provide context about the team?
08	Application questions answered	Have you answered every required question thoughtfully rather than rushing through it?
09	Interview prep started	If they call tomorrow, can you explain your key projects and design decisions clearly?
10	Follow-up reminder set	Have you noted when to follow up so the application doesn't disappear into the void?



Final 30-Second Test

- ☒ Can I explain why I am a good fit for this particular role?
- ☒ Does my portfolio show my thinking—not just my final screens?
- ☒ Have I removed anything that doesn't help my application

Save this before your next application.

UX Crumbs — Learn UX. One bite at a time.