

The Overseas Job Application Checklist

For digital nomads applying to remote and international jobs from abroad.

1 · Before you apply — read the fine print in “remote”

- ☐ Confirm it's global-remote, not “Remote (US only)” or region-locked
- ☐ Check the timezone overlap requirement (e.g. “must overlap 4h with PST”)
- ☐ Note work-authorization language (“must be authorized to work in X”)
- ☐ Check contractor vs employee — many firms hire abroad only as contractors
- ☐ Look for async maturity: public handbook, documented process, distributed team

2 · Your resume or CV — match the destination

- ☐ Choose resume (US, ~1 page) vs CV (Europe/UK, longer) for the target market
- ☐ Remove details not expected in the target country (photo, DOB, marital status)
- ☐ Match date format and spelling to the destination (US vs UK English)
- ☐ Make your timezone and availability explicit near the top
- ☐ Show written / async evidence, not just a location

3 · Tailor every application

- ☐ Mirror the posting's real keywords you honestly match (for the ATS)
- ☐ Address the specific role, not the industry, in your cover letter
- ☐ Keep only real numbers — never invent a metric
- ☐ Cut anything you couldn't expand on in an interview

4 · Interview prep — remote and abroad

- ☐ Prepare STAR answers for self-management and cross-timezone work
- ☐ Test camera, mic, connection, and background in your actual timezone
- ☐ Be ready to explain how you handle overlap and handoffs
- ☐ Prepare questions about their remote culture, tools, and core hours

5 · Before you say yes — the logistics that catch nomads

- ☐ Confirm where you can legally live and work for this role

- ☐ Understand tax-residency implications (get professional advice)
- ☐ Clarify pay currency, cross-border payment, and location-based pay
- ☐ Ask about equipment, stipend, and contractor vs employee status
- ☐ Confirm which hours you're actually expected online

6 · Track and follow up

- ☐ Log every application, status, and follow-up
- ☐ Send a short follow-up within 24–48 hours, timed for their morning
- ☐ Mark the applications you'll walk away from