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FREE CHECKLIST · JOB SEARCH · NOV 2026

How to apply to 30 jobs in Spain a week without burning out.

Most people apply in bursts: 20 applications on a Sunday, then nothing for two weeks. A steady, boring system beats motivation. Print this, tick the boxes, and run it every week.

6 a day
Monday to Friday = 30 a week

1 block
same time every day, timer on

0 weekends
rest is part of the system

- [ ] 01 **Only apply where a visa is realistic**
If you need a work permit, skip jobs that ask for "EU work permit" or "NIE required". Look for degree-level roles that fit Spain's skilled-worker routes (Highly Qualified Professional, EU Blue Card), jobs on SEPE's shortage list, and companies that already hire from abroad.

- [ ] 02 **Pick 3 places to search, not 10**
For example **LinkedIn**, **InfoJobs** (Spain's biggest general board) and **Tecnoempleo** (tech), plus the careers pages of companies you like. Save the same search on each one so new jobs come to you.

- [ ] 03 **Build one master CV, Spanish style**
One or two pages, clear dates, a short profile at the top, and languages with a level (e.g. Spanish B2). Have an English and a Spanish version ready before you start, so applying never waits on writing.

- [ ] 04 **Tailor the top, not the whole thing**
For each job, change only the profile line and your 3 strongest bullets to match the job's keywords. **Your real facts, their words.** Five minutes, not an hour.

- [ ] 05 **Keep a cover note template**
Three short paragraphs: why this company, the one result that proves you can do the job, and your visa situation in one honest sentence. Swap the first line each time.

- [ ] 06 **Track every application in one sheet**
Columns: date · company · role · link · visa route · status · follow-up date. If it isn't in the sheet, it didn't happen. Count your week every Friday.

- [ ] 07 **Follow up once, after 7 days**
One polite message to the recruiter or hiring manager on LinkedIn. Then move on: the next 30 applications matter more than chasing one.

Or let a robot run steps 1 to 7. Spainward checks the Spanish job boards every day, keeps the jobs that fit your visa situation and applies for you. General information, not legal advice: confirm visa rules on the official sources.

Visa routes: Ley 14/2013 (highly qualified professionals) · Real Decreto 1155/2024 (Reglamento de Extranjería) · EU Blue Card · SEPE, Catálogo de Ocupaciones de Difícil Cobertura (sepe.es). Job boards named as examples; Spainward is not affiliated with them.

Jobs in Spain that sponsor visas, applied for you
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