

****BQ Application Letter Checklist****

1. **Header**

- ☐ Your Name
- ☐ Your Address
- ☐ City, State, Zip Code
- ☐ Email Address
- ☐ Phone Number
- ☐ Date

2. **Recipient Information**

- ☐ Recipient's Name
- ☐ Title
- ☐ Company/Organization Name
- ☐ Address
- ☐ City, State, Zip Code

3. **Salutation**

- ☐ Use appropriate greeting (e.g., "Dear [Recipient's Name],")

4. **Introduction**

- ☐ State the purpose of the letter
- ☐ Mention the position you are applying for

5. **Body Paragraphs**

- ☐ Highlight relevant skills and experiences
- ☐ Include specific examples of accomplishments
- ☐ Explain why you are a good fit for the position
- ☐ Discuss your knowledge of the company/organization

6. **Closing Paragraph**

- ☐ Express enthusiasm for the opportunity
- ☐ Mention any attachments (resume, etc.)
- ☐ Indicate your availability for an interview

7. **Closing Formalities**

- ☐ Use appropriate closing (e.g., "Sincerely,")
- ☐ Leave space for your signature (if sending a hard copy)
- ☐ Print your name

8. **Proofreading**

- ☐ Check for grammatical errors
- ☐ Ensure clarity and conciseness
- ☐ Verify recipient information is accurate

9. **Formatting**

- ☐ Use a professional font (e.g., Times New Roman, Arial)
- ☐ Ensure proper spacing and margins
- ☐ Save as PDF (if sending electronically)

10. **Submission**

- ☐ Confirm submission method (email, mail, online application)
- ☐ Keep a copy of the application letter