

****BWI Application Letter Template****

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]
Dear [Recipient Name],

****Introduction****

- Introduce yourself and state the purpose of the letter.
- Mention the specific program or position you are applying for.

****Body Paragraph 1****

- Describe your background, including education and relevant experiences.
- Highlight any skills or accomplishments that make you a suitable candidate.

****Body Paragraph 2****

- Discuss why you are interested in the BWI program and how it aligns with your goals.
- Mention any specific aspects of the program that appeal to you.

****Body Paragraph 3****

- Include any volunteer work or extracurricular activities that showcase your commitment and character.
- Reinforce how these experiences prepare you for the BWI program.

****Conclusion****

- Express enthusiasm for the opportunity to be considered.
- Offer to provide additional information or clarify any points, and thank the recipient for their time.

Sincerely,

[Your Name]

****Dos and Don'ts for Writing Your BWI Application Letter****

****Dos:****

- Do personalize the letter to the specific program or job.
- Do highlight relevant experiences and skills.
- Do keep the tone professional and respectful.
- Do proofread for grammar and spelling errors.
- Do follow the application instructions closely.

****Don'ts:****

- Don't use a generic template without customization.
- Don't include irrelevant personal information.
- Don't write in a casual or overly informal tone.
- Don't exceed the specified word limit, if applicable.
- Don't forget to thank the recipient for their consideration.