

****BWI Application Letter Outline****

1. **Header**

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

2. **Recipient Information**

- Hiring Manager's Name
- Company Name
- Company Address
- City, State, Zip Code

3. **Salutation**

- Dear [Hiring Manager's Name],

4. **Introduction**

- Briefly introduce yourself
- State the position you are applying for
- Mention how you found out about the position

5. **Body Paragraph 1: Qualifications**

- Discuss your relevant education
- Highlight key skills and experiences

6. **Body Paragraph 2: Work Experience**

- Detail your previous work experiences
- Emphasize achievements related to the role

7. **Body Paragraph 3: Motivation**

- Explain why you are interested in the position
- Discuss what you can contribute to the company

8. **Conclusion**

- Reiterate your enthusiasm for the position
- Mention your willingness to discuss further in an interview

9. **Closing**

- Thank the recipient for their time
- Sincerely,
- [Your Name]