

**\*\*CJS Application Letter Checklist for Applicants\*\***

1. **\*\*Header\*\***
  - Applicant's name
  - Address
  - Phone number
  - Email address
  - Date
  - Recipient's name
  - Title
  - Organization Name
  - Address
2. **\*\*Salutation\*\***
  - Use appropriate greeting (e.g., "Dear [Recipient's Name],")
3. **\*\*Introduction\*\***
  - State the position applying for
  - Mention how you heard about the position
4. **\*\*Body Paragraph(s)\*\***
  - **\*\*Qualifications\*\***
    - Highlight relevant experience
    - Mention specific skills pertinent to the role
  - **\*\*Motivation\*\***
    - Explain why you're interested in the organization/role
    - Align your values with the organization's mission
5. **\*\*Conclusion\*\***
  - Express enthusiasm for the opportunity
  - Mention availability for an interview
  - Thank the recipient for their time
6. **\*\*Closing\*\***
  - Use a professional closing (e.g., "Sincerely," or "Best regards,")
  - Include your signature (if sending a hard copy)
  - Print your name below the signature
7. **\*\*Attachments\*\***
  - Reference any attached documents (e.g., resume, references)