

****Dual Language Application Letter Checklist****

1. **Header:**

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

2. **Recipient Information:**

- Recipient Name
- Recipient Title
- Organization/Institution Name
- Address
- City, State, Zip Code

3. **Salutation:**

- Formal Greeting (e.g., "Dear [Recipient's Name],")

4. **Introduction:**

- State the purpose of the letter
- Mention the specific dual language program applied for

5. **Body:**

- Discuss background and qualifications
- Highlight relevant experiences
- Describe language proficiency in both languages
- Explain motivation for applying to the dual language program

6. **Conclusion:**

- Express enthusiasm for the opportunity
- Provide a call to action (e.g., request for an interview)

7. **Closing:**

- Formal closing (e.g., "Sincerely,")
- Your Signature (if sending a hard copy)
- Your Typed Name

8. **Attachments:**

- List of any attached documents (e.g., resume, transcripts)

9. **Language Consideration:**

- Ensure text is written in both languages as appropriate and required