

****College Application Letter Checklist Template****

****1. Personal Information****

- Full Name
- Address
- Phone Number
- Email Address

****2. Date****

- [Insert Date]

****3. Recipient Information****

- Admission Office
- College/University Name
- Address

****4. Salutation****

- Dear [Admissions Committee/Specific Person's Name],

****5. Introduction****

- Brief self-introduction
- Purpose of the letter

****6. Academic Achievements****

- GPA
- Relevant coursework
- Honors or awards received

****7. Extracurricular Activities****

- School clubs or organizations
- Volunteer work
- Work experience

****8. Personal Statement****

- Personal motivations for applying
- Career goals
- Why this college/university?

****9. Conclusion****

- Thank you note
- Reiteration of interest
- Invitation for further questions

****10. Signature****

- Sincerely,
- [Your Name]

****11. Attachments****

- Resume
- Transcript
- Recommendation letters (if applicable)