

****JHS Application Letter Outline****

1. **Your Address**

[Your Name]
[Your Street Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

2. **Recipient's Address**

[Principal's Name]
[School's Name]
[School's Address]
[City, State, ZIP Code]

3. **Salutation**

Dear [Principal's Name],

4. **Introduction**

- State your purpose for writing the letter.
- Mention the program or position you are applying for.

5. **Body Paragraphs**

a. **Academic Background**

- Briefly describe your educational history.
- Highlight any relevant achievements or extracurricular activities.

b. **Interest in the School**

- Explain why you are interested in this particular school.
- Mention specific programs or values that appeal to you.

c. **Personal Qualities**

- Discuss your strengths and personal qualities that make you a suitable candidate.
- Include any experiences that have shaped you.

6. **Conclusion**

- Summarize your enthusiasm for the opportunity.
- Express your desire for a positive response.

7. **Closing**

Sincerely,
[Your Name]