

****JKS Application Letter Checklist Template****

1. **Header:**

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

2. **Recipient Information:**

- Recipient's Name
- Title
- Organization Name
- Organization Address
- City, State, Zip Code

3. **Salutation:**

- "Dear [Recipient's Name],"

4. **Introduction:**

- Brief introduction
- Purpose of the letter
- Mention of the application (specific program/position)

5. **Body Paragraphs:**

- Paragraph 1: Your qualifications and relevant experience
- Paragraph 2: Skills and competencies you bring
- Paragraph 3: Motivation for applying and why you're a good fit

6. **Conclusion:**

- Summary of your interest
- Express willingness for an interview
- Thank the recipient for their consideration

7. **Closing:**

- "Sincerely,"
- Your Typed Name

8. **Attachments:**

- Mention any enclosed documents (resume, references, etc.)

9. **Proofreading:**

- Check for spelling and grammar errors
- Ensure clarity and conciseness

10. **Formatting:**

- Appropriate font size and style
- Margins and spacing

****End of Checklist****