

**\*\*GGT Application Letter Proofreading Checklist\*\***

**1. \*\*Header\*\***

- ☐ Full name and contact information included
- ☐ Date is correct
- ☐ Recipient's name and title included
- ☐ Company name and address included

**2. \*\*Salutation\*\***

- ☐ Appropriate greeting used (e.g., Dear [Recipient's Name])
- ☐ Correct spelling of recipient's name

**3. \*\*Introduction\*\***

- ☐ Clear statement of purpose for writing
- ☐ Mention of the specific position applied for
- ☐ Brief introduction of qualifications or experience

**4. \*\*Body Paragraphs\*\***

- ☐ Clear structure with distinct paragraphs
- ☐ Relevant skills and experiences highlighted
- ☐ Specific examples provided to demonstrate qualifications
- ☐ Alignment of skills with the job requirements

**5. \*\*Conclusion\*\***

- ☐ Summary of interest in the position
- ☐ Expression of appreciation for consideration
- ☐ Clear call to action (e.g., request for an interview)

**6. \*\*Closing\*\***

- ☐ Appropriate sign-off (e.g., Sincerely, Best regards)
- ☐ Included full name
- ☐ Optional: signature if sending a printed letter

**7. \*\*Formatting\*\***

- ☐ Consistent font and size throughout the letter
- ☐ Proper spacing between paragraphs
- ☐ Margins set correctly

**8. \*\*Grammar and Punctuation\*\***

- ☐ Checked for spelling errors
- ☐ Correct use of punctuation
- ☐ Proper sentence structure

**9. \*\*Tone and Style\*\***

- ☐ Professional tone maintained
- ☐ Avoidance of jargon or overly complex language
- ☐ Consistency in verb tense

**10. \*\*Final Review\*\***

- ☐ Read aloud to catch awkward phrasing
- ☐ Confirm adherence to any specific application guidelines
- ☐ Have someone else review the letter for feedback

**\*\*End of Checklist\*\***