

NP Program Application Letter Checklist

1. ****Header****
 - Your Name
 - Your Address
 - City, State, Zip Code
 - Email Address
 - Phone Number
 - Date
2. ****Recipient Information****
 - Admissions Committee
 - Name of NP Program
 - Institution's Name
 - Address
 - City, State, Zip Code
3. ****Salutation****
 - Dear Admissions Committee,
4. ****Introduction****
 - Briefly introduce yourself
 - State the purpose of the letter
5. ****Academic Background****
 - Detail your relevant degrees
 - Highlight specific coursework or honors
6. ****Professional Experience****
 - Outline your nursing experience
 - Include relevant specialties or roles
7. ****Motivation for NP Career****
 - Discuss why you want to become a Nurse Practitioner
 - Explain your passion for patient care and improvement in health outcomes
8. ****Fit with Program****
 - Mention why you are interested in this specific NP program
 - Align your goals with program values or strengths
9. ****Conclusion****
 - Reiterate your enthusiasm for the program
 - Include a call to action for follow-up
10. ****Closing****
 - Sincerely,
 - Your Name
11. ****Attachments (if applicable)****
 - Resume/CV
 - Transcripts
 - Letters of Recommendation