PJ Job Application Letter Checklist
1. **Contact Information**
 - Your Name
 - Address
 - City, State, Zip Code
 - Email Address
 - Phone Number
2. **Date**
 - (Date of writing the letter)
3. **Employer's Information**
 - Hiring Manager's Name
 - Company Name
 - Company Address
 - City, State, Zip Code
4. **Salutation**
 - Appropriate greeting (e.g., "Dear [Hiring Manager's Name],")
5. **Introduction**
 - State the position you are applying for
 - Briefly introduce yourself and express enthusiasm
6. **Body Paragraphs**
 - **Paragraph 1:** Relevant experience and skills
 - **Paragraph 2:** Specific achievements related to the job
 - **Paragraph 3:** Why you're a good fit for the company culture
7. **Closing Paragraph**
 - Express enthusiasm for the position
 - Mention the attached resume
 - Indicate willingness for an interview
8. **Closing Salutation**
 - Appropriate closing (e.g., "Sincerely," or "Best regards,")
9. **Signature**
 - Handwritten signature (if submitting by mail)
 - Typed name
10. **Attachments**
 - Resume
 - Any other relevant documents