

**\*\*PK Application Letter Checklist Template\*\***

**1. \*\*Your Contact Information\*\***

- Full Name
- Address
- Phone Number
- Email Address
- Date

**2. \*\*Recipient's Contact Information\*\***

- Full Name
- Title
- Organization Name
- Address

**3. \*\*Salutation\*\***

- Dear [Recipient's Name],

**4. \*\*Opening Paragraph\*\***

- Introduce yourself
- State the purpose of your application

**5. \*\*Body Paragraphs\*\***

- **\*\*First Paragraph\*\***: Highlight relevant qualifications, skills, or experiences
- **\*\*Second Paragraph\*\***: Explain why you are interested in the program or position
- **\*\*Third Paragraph\*\***: Discuss how you align with the organization's values or goals

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

- Reiterate your enthusiasm for the opportunity
- Mention your willingness for an interview or further discussion

**7. \*\*Formal Closing\*\***

- Sincerely,
- [Your Name]

**8. \*\*Attachments\*\***

- Resume
- References
- Any additional required documents

**\*\*Note\*\***: Make sure to proofread for spelling and grammatical errors before submission.