

**\*\*QHS Application Letter Checklist\*\***

1. **\*\*Header\*\***
  - Your Name
  - Your Address
  - City, State, Zip Code
  - Email Address
  - Phone Number
  - Date
2. **\*\*Recipient's Information\*\***
  - Recipient's Name
  - Title
  - Organization Name
  - Address
  - City, State, Zip Code
3. **\*\*Salutation\*\***
  - Appropriate greeting (e.g., "Dear [Recipient's Name],")
4. **\*\*Introduction\*\***
  - Briefly introduce yourself
  - Specify the purpose of the letter (QHS application)
5. **\*\*Body Paragraph(s)\*\***
  - Highlight relevant qualifications
  - Discuss your experience and skills related to QHS
  - Explain your interest in the program/organization
6. **\*\*Conclusion\*\***
  - Reaffirm your enthusiasm for the opportunity
  - Invite further discussion/interview
7. **\*\*Closing\*\***
  - Appropriate closing (e.g., "Sincerely," or "Best regards,")
  - Your signature (if sending a hard copy)
  - Typed name
8. **\*\*Attachments\*\***
  - List of enclosed documents (e.g., resume, references)
9. **\*\*Proofreading\*\***
  - Check for spelling and grammatical errors
  - Ensure clarity and conciseness
10. **\*\*Final Review\*\***
  - Confirm that all required elements are present
  - Double-check recipient information and format