

****UC Application Letter Writing Checklist****

1. ****Header****
 - Your Name
 - Address
 - Phone Number
 - Email
 - Date
2. ****Recipient Information****
 - University Name
 - Office of Admissions Address
3. ****Salutation****
 - "Dear Admissions Committee,"
4. ****Introduction****
 - Briefly introduce yourself
 - State the purpose of the letter
5. ****Body Paragraphs****
 - ****Academic Achievements****
 - Highlight GPA and coursework
 - Mention relevant awards or honors
 - ****Extracurricular Activities****
 - Describe involvement in clubs, sports, or community service
 - Emphasize leadership roles or initiatives
 - ****Personal Statement****
 - Share personal experiences or challenges
 - Explain your motivation for applying
6. ****Conclusion****
 - Reiterate your interest in the university
 - Thank the committee for considering your application
7. ****Closing****
 - "Sincerely,"
 - Your Name
8. ****Proofreading****
 - Check for grammar and spelling errors
 - Ensure clarity and coherence
9. ****Review****
 - Get feedback from a teacher or mentor
 - Make necessary revisions