

****Upwork Cover Letter Checklist for Entry-Level Applicants****

1. ****Personal Greeting****
 - Start with: "Dear [Client's Name],"
2. ****Introduction****
 - Briefly introduce yourself.
 - Mention the position you are applying for.
3. ****Relevant Skills****
 - Highlight 2-3 skills that are relevant to the job.
 - Include any relevant coursework or certifications.
4. ****Experience Summary****
 - Describe any relevant projects or internships.
 - Mention volunteer work if applicable.
5. ****Motivation****
 - Explain why you are interested in this particular job.
 - Show enthusiasm for the project and the industry.
6. ****Value Proposition****
 - State how your skills can benefit the client.
 - Highlight your eagerness to learn and grow.
7. ****Call to Action****
 - Invite them to discuss the project further.
 - Express willingness to answer any questions.
8. ****Closing****
 - Thank the client for their consideration.
 - Use a polite closing: "Best regards," or "Sincerely,"
9. ****Signature****
 - Include your name.
 - Optionally add a link to your portfolio or LinkedIn profile.