WGU Admission Letter Editing Guidelines Template

Subject: Editing Guidelines for WGU Admission Letter

Introduction
- Open with a friendly greeting.
- State the purpose of the letter clearly.

Body
1. **Format:**
 - Use a professional font (e.g., Times New Roman, Arial).
 - Maintain 1-inch margins on all sides.
 - Use a standard letter size (8.5" x 11").
2. **Tone and Voice:**
 - Keep a formal yet approachable tone.
 - Use clear and concise language.
 - Avoid jargon or overly complex sentences.
3. **Content Structure:**
 - Start with a strong opening statement about your interest in WGU.
 - Discuss your motivations for choosing WGU and how it aligns with your career goals.
 - Highlight relevant experiences, skills, or achievements.
 - Conclude with a positive statement expressing eagerness to join WGU.
4. **Grammar and Punctuation:**
 - Proofread for spelling and grammatical errors.
 - Use correct punctuation throughout the letter.
 - Ensure consistent verb tense.
5. **Personalization:**
 - Address the letter to a specific admissions officer if possible.
 - Include specific programs or courses of interest.
6. **Conclusion:**
 - Thank the admissions committee for considering your application.
 - Express anticipation for their response.
 - Include your contact information for follow-up.

Final Review
- Read the letter aloud to catch any awkward phrasing.
- Have someone else review it for clarity and feedback.
- Ensure there is no repetition of ideas.

Closing
- Use a polite closing (e.g., "Sincerely," or "Best regards,").
- Sign your name.

End of Guidelines