YHS Application Letter Proofreading Checklist

1. **Formatting**
 - [ ] Correct letter format (date, address, greeting, body, closing)
 - [ ] Consistent font and size
 - [ ] Adequate spacing between paragraphs
2. **Content**
 - [ ] Clear introduction stating purpose
 - [ ] Relevant experience and qualifications included
 - [ ] Connection to YHS program articulated
 - [ ] Strong conclusion with a call to action
3. **Grammar and Punctuation**
 - [ ] No grammatical errors
 - [ ] Correct punctuation throughout
 - [ ] Correct verb tenses used
4. **Spelling**
 - [ ] No spelling mistakes
 - [ ] Correct names and titles spelled accurately
5. **Tone and Style**
 - [ ] Professional tone maintained
 - [ ] Appropriate language for audience
 - [ ] Personal voice reflected positively
6. **Clarity and Conciseness**
 - [ ] Clear and direct language used
 - [ ] Unnecessary words or phrases removed
 - [ ] Sentences are varied in structure for readability
7. **Final Review**
 - [ ] Read aloud to catch awkward phrasing
 - [ ] Ensure letter flows logically from one section to the next
 - [ ] Final check for any overlooked errors
8. **Feedback**
 - [ ] Consider seeking feedback from a mentor or peer
 - [ ] Make adjustments based on feedback received
9. **Final Checks**
 - [ ] Confirm correct recipient name and title
 - [ ] Attach any required documents to the application
 - [ ] Review deadlines and submission instructions
10. **Submission**
 - [ ] Save a copy of the letter
 - [ ] Submit through the appropriate channel (email, online portal, etc.)
 - [ ] Confirm receipt of application if necessary