

****ZFA Application Letter Outline****

1. **Header**

- Your Name
- Your Address
- City, State, ZIP Code
- Email Address
- Phone Number
- Date

2. **Recipient Information**

- Name of the Recipient
- Title/Position
- Organization/Institution Name
- Address
- City, State, ZIP Code

3. **Salutation**

- Dear [Recipient's Name],

4. **Introduction**

- Brief introduction of yourself
- Purpose of the letter (to apply for ZFA)
- How you learned about the ZFA program

5. **Body Paragraphs**

- ****Paragraph 1: Background and Qualifications****
- Relevant education and experience
- Skills that make you a strong candidate
- ****Paragraph 2: Motivation****
- Reasons for applying to the ZFA program
- Your passion for the field
- ****Paragraph 3: Relevant Achievements****
- Highlight any pertinent accomplishments
- Examples of past work or projects
- ****Paragraph 4: Future Goals****
- How the ZFA will help you achieve your career goals
- What you hope to contribute to the program

6. **Conclusion**

- Reiterate your enthusiasm for the opportunity
- Acknowledgment of any included documents (e.g., resume, references)
- Expression of gratitude for their consideration

7. **Closing**

- Sincerely/Best regards,
- Your Name

8. **Attachments**

- Resume
- References (if applicable)