UofA Application Letter Content Checklist
1. **Header**
 - Applicant's Name
 - Address
 - Email
 - Phone Number
 - Date
2. **Recipient Information**
 - Admissions Office
 - University of Alberta
 - Address
3. **Salutation**
 - "Dear Admissions Committee,"
4. **Introduction**
 - Purpose of the letter
 - Specific program of interest
5. **Academic Background**
 - Previous degrees and institutions
 - Relevant coursework
6. **Professional Experience**
 - Relevant internships or job positions
 - Skills acquired
7. **Personal Motivation**
 - Reasons for choosing UofA
 - Interest in the specific program
8. **Future Goals**
 - Career aspirations
 - How UofA aligns with these goals
9. **Conclusion**
 - Expression of enthusiasm
 - Request for consideration
10. **Closing**
 - "Sincerely,"
 - Applicant's Name
11. **Attachments**
 - Transcript
 - Resume
 - Recommendation letters