

**\*\*VK Application Letter Checklist Template\*\***

1. **\*\*Contact Information:\*\***
  - Your Name
  - Address
  - Phone Number
  - Email Address
  - Date
2. **\*\*Recipient Information:\*\***
  - Hiring Manager's Name
  - Company Name
  - Company Address
3. **\*\*Greeting:\*\***
  - Salutation (e.g., "Dear [Hiring Manager's Name]")
4. **\*\*Introduction:\*\***
  - Purpose of the letter
  - Position you are applying for
  - Brief introduction of yourself
5. **\*\*Body Paragraphs:\*\***
  - **\*\*Paragraph 1: Qualifications and Skills\*\***
    - Relevant experience
    - Key skills
  - **\*\*Paragraph 2: Why You're a Good Fit\*\***
    - Alignment with company values or culture
    - Examples of achievements
  - **\*\*Paragraph 3: Why You Want to Work Here\*\***
    - Specific reasons related to the company or role
6. **\*\*Closing Paragraph:\*\***
  - Thank the reader for their time
  - Express enthusiasm for the opportunity
  - Indicate desire for an interview
7. **\*\*Signature:\*\***
  - Sincerely,
  - [Your Name]
8. **\*\*Attachments:\*\***
  - Resume
  - Cover Letter (if separate)
  - Any other required documents
9. **\*\*Proofreading:\*\***
  - Check for spelling and grammar errors
  - Ensure proper formatting
  - Verify contact details are correct
10. **\*\*Follow-Up:\*\***
  - Note to send a follow-up email if no response in two weeks.