

Job Application Letter Checklist

The purpose of a job application letter is to serve as a personal introduction. In it, you should persuade your reader that you know about the organization to which you are applying, that you are specifically interested in working for it, and that you have the qualifications that will enable you to be a successful employee there. In addition, you should convey a sense of your personality.

Address

___ Did you address your letter to a specific, real individual?

Introduction

___ Did you clearly tell your reader what you want?

___ Did you persuade your reader that you know about the reader's organization?

___ Is the knowledge you demonstrate related to the specific job you want?

___ Did you explain that relevance?

___ Did you convey a sense that you like the company?

Qualifications

___ Did you explain how the knowledge, abilities, and experiences described in your resume are relevant to the specific job for which you are applying?

Closing

___ Does your closing seem cordial, yet clearly set out a plan of action?

Format

- Does your letter have all the elements of a business letter?
- Return Address
- Date
- Full address (including title) for the person to whom you are writing
- Salutation
- Signature block
- Signature

Writing Style

- Are all of your sentences immediately clear to your reader?
- Have you varied the length and structure of your sentences?
- Does your letter flow in a way that is interesting and easy to follow?

Appearance

- Does your letter look neat and attractive?

Correctness

- Are all words spelled correctly?
- Is the grammar correct?
- Is the punctuation correct?

Overall

- Does your letter show that you are aware of your reader's goals and concerns when hiring?
- Does your letter persuade your reader that you are a skilled communicator?