

Editor: \_\_\_\_\_

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## Revision Checklist for Job Application Letters

### Document Design

Looks neat and attractive?

Uses paragraphs that are ten or fewer lines?

Uses HATS to help readers to find specific facts quickly?

### Information Design

#### *Preliminary Research*

Determined as exactly as possible what the employer wants?

Learned enough about the job and employer to tailor your letter to them?

#### *Address*

Addresses a specific individual, if possible?

#### *Introduction*

Explains clearly:

- Where you saw or heard about the position?
- A brief background on the organization and its goals?
- How your experience matches the position?
- How you will help the organization achieve its goals?
- Your objective: an interview?

Persuades that you know specific, relevant things about the reader's organization?

Conveys that you like the company?

#### *Body Paragraphs*

Explains how the knowledge, abilities, and experiences described in your résumé match the organization's goals (mission statement)?

Explains how the knowledge, abilities, and experiences described in your résumé match the job/position?

Explains how you will help the organization?

Shows that you are aware of your reader's goals and concerns when hiring?

Demonstrates that you are a skilled communicator?

#### *Closing*

Sounds cordial, yet clearly sets out a plan of action?

Includes contact information (an email that is appropriate for the professional world)?

### Grammar and Mechanics

#### *Prose*

Uses clear sentences with varied structures?

Uses an easy-to-follow organization?

Uses a confident but modest tone?

Expresses the action in verbs, not nouns?

Uses strong verbs?

Uses correct spelling, grammar, and punctuation?

### Ethics

Describes your qualifications honestly?

Avoids statements intended to mislead?