**Letter of Recommendation Writer Checklist:**

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| **Question** | **Answer** |
| Read over the requirements for the Application Letter from the assignment. Does your letter have all the required elements? |  |
| Does the format of your letter look exactly like the sample format letter in the assignment? Is your format 100% correct? |  |
| Does your letter have FIVE paragraphs? |  |
| Does your letter have three body paragraphs? |  |
| What is the WORD COUNT of the five paragraphs? (Exclude addresses. Signatures, greetings, etc.) |  |
| Does your introduction have a sentence that FORECASTS the three attributes you will discuss in your three body paragraphs? WRITE THE FORECAST SENTENCE IN THE BOX TO THE RIGHT. |  |
| Write the attribute you discuss in the first body paragraph in the box to the right. |  |
| In the box to the right, list the examples you use to support the attribute in the first body paragraph. |  |
| Write the attribute you discuss in the second body paragraph in the box to the right. |  |
| In the box to the right, list the examples you use to support the attribute in the second body paragraph. |  |
| Write the attribute you discuss in the third body paragraph in the box to the right. |  |
| In the box to the right, list the examples you use to support the attribute in the third body paragraph. |  |
| Does your letter fit on one page, including the signature? |  |
| Have you included a cover sheet with your letter? |  |
| Read your letter OUT LOUD. Did you notice any word choice or sentence errors your need to revise? List these in the box to the right. |  |
| In the box to the right, list issues you still need to revise in your letter. |  |