

Writing a Letter of Qualification

A letter of qualification is similar to a cover letter. Both are letters that can accompany your resume, and explain why you want the job and what you have to offer. However, in a letter of qualification, you *must address all of the qualifications* listed in the job description. The primary purpose of a letter of qualification is to establish that you meet all of the criteria for the job.

If the job description states, “candidate should be detail oriented,” specifically describe how you meet this need. You might say, “I am highly detail-oriented, and utilized this skill previously when accurately completing paperwork as an administrative assistant.” After reading your letter of qualification, the hiring committee should be able to easily “check off” each qualification asked for in the job description.

Sample Job Description:

IT Analyst, ABC College

Minimum/Required Qualifications

- Bachelor’s degree in Computer Science, Information Systems, or other related field
- Minimum 1 year of IT work experience with problem solving/troubleshooting skills
- Experience in customer service and in communicating complex issues
- Ability to work well on a team

Additional Desired Qualifications

- Experience in higher education

When writing a letter of qualification, first consider how you meet each of the minimum and desired qualifications. Then find an example in your education or experiences which gives evidence of each claim you make.

Most companies require that you meet the “minimum” or “required” qualifications. The “desired” or “preferred” qualifications may not be essential, but meeting them would make you a stronger candidate.

There are several ways to format a letter of qualification. One option is to write a standard business letter in which you incorporate proof of each qualification into the body paragraphs. An alternate method would be to break down the letter into sections naming each qualification, followed by a proof or example supporting how you meet this particular standard. In general, a letter of qualification provides more detail than a cover letter and can exceed one page as long as it is relevant and succinct.

See the following pages for examples of each style, in which the applicant is addressing the qualifications listed in the job description above.

IMA Q. LYFIED

(123) 456-7890 QLyfied@hireme.com 123 Gotitall St., Moscow, ID 83844

December 15, 20xx

Angelo Hernandez, Manager
Information Technology Services, ABC College
1234 Letter St.
San Francisco, CA 78901

Dear Mr. Hernandez:

I am writing to apply to the IT Analyst Position at ABC College. I have often visited your campus with my younger brother, an ABC student, and was struck by the quality of support the staff offer to students. In particular, I was impressed that your services are easily accessible to students, even on a walk-in basis. I would be honored to join your office and contribute my strong troubleshooting, customer service, and technical skills to your team. My qualifications are outlined below:

Bachelor's degree in Computer Science, Information Systems, or other related field

I hold a Bachelor of Science in Computer Science from the University of Idaho, which has given me a deep understanding of algorithms, data structures, computer organization, and operating systems.

Minimum 1 year of IT work experience with problem solving/troubleshooting skills

I have a year and a half of experience working at the Information Technology Services Help Desk at the University of Idaho, where I regularly assist students, faculty and staff with a wide range of computer issues including computer setup, transferring data files, and daily technical problems. I often troubleshoot computer issues with clients by guiding them over the phone or in person.

Experience in customer service and in communicating complex issues

I have served clients at the ITS Help Desk on over 500 different incidents/issue reports. In this position, I communicate complex technological concepts to clients in layman's terms, ask probing questions, and ensure that issues are resolved and that the clients' needs are met. Previously, I provided friendly, helpful customer service for over a year in the food and beverage industry, further strengthening my ability to serve clients.

Ability to work well on a team

In addition to my experience working on a successful team in my current position, I worked with a tight-knit team that trained and competed in the Collegiate Cyber Defense Competition. In this role, I communicated and acted quickly and effectively to support my team members as we collaborated to ensure network security in a fast-paced competitive environment.

Experience in higher education

I have a year and a half of experience working on the University of Idaho campus in my current position in Information Technology. In this role, I interact daily with faculty, staff and students in order to facilitate and support goals within higher education.

Thank you for your consideration. I would be thrilled to join your team at ABC College, where I will contribute my knowledge and passion for keeping networks running and serving customers. I look forward to speaking with you further.

Sincerely,



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My bachelor's degree in computer science from the University of Idaho has given me a deep understanding of algorithms, data structures, computer organization, and operating systems. This knowledge will be invaluable as I work to solve complex technical issues within your organization. My year and a half of relevant work experience at the Information Technology Services (ITS) Help Desk at the University of Idaho has also strengthened my troubleshooting and problem-solving skills. In this position, I regularly assist students, faculty and staff with a wide range of computer issues, including computer setup, transferring data files, and daily technical problems. Some of my favorite problems to resolve are those which are not a "quick fix" and instead require troubleshooting and detective work. I would be thrilled to apply these skills within your organization.

My strong customer service and communication skills are demonstrated through my breadth of experience serving clients in my current position at the ITS Help Desk. I have addressed over 500 different client incidents/issue reports, both over the phone and in person. In this position I communicate complex technological concepts to clients in layman's terms, ask probing questions, and ensure that issues are resolved and the customers' needs are met. Previously, I provided friendly, helpful customer service for over a year in the food and beverage industry, further strengthening my ability to serve clients.

My value as a strong team-player is demonstrated both in my experience collaborating with co-workers in my current role, and also as a member of a tight-knit team that trained and competed in a Collegiate Cyber Defense Competition. To support my team and ensure network security in this fast-paced competitive environment, I communicated effectively and quickly analyzed and solved problems.

I enjoy working in the college campus environment and supporting the goal of education, and would enjoy applying my skills and experience to support ABC College. Thank you for your consideration, and I look forward to speaking with you further.

Sincerely,



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