

Writing a Letter of Qualification

A letter of qualification is similar to a cover letter in that 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 qualifications for the job.


Starting points:

- Address all **required/desired minimum qualifications** listed in the job post. Also address as many of the preferred.
- Use examples from your past to prove that you meet each qualification. These examples could be of past work experiences, educational background, volunteer work and more.
- It's OK to go over one page in order to address all the qualifications--**be thorough**.




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You should include:

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- A business letter header and use **introduction and conclusion paragraphs** the same way you would in a traditional cover letter.
 - Descriptions to show how you meet each of the minimum and desired qualifications. Then find examples in your education or experiences which provide **evidence of each claim** you make.
 - Any **relevant skills or certifications** that are related to the specific job position you're applying for.

Keep in mind:

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- For many companies meeting the **minimum or required** qualifications is a major consideration in the screening process.
 - The desired or preferred qualifications may not be essential, but meeting them will make you a stronger candidate.
 - After reading your letter of qualification, the employer should be able to easily **check off** each qualification asked for in the job description.

Turn over for formatting options and samples →

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



Don't forget to make sure you start your letter of qualification with a business letter header and use introduction and conclusion paragraphs the same way you would in a traditional cover letter.

Format Option #1:

Break down the letter into sections naming each qualification, followed by an example from your past experiences that proves how you meet this particular qualification. You could also bold each section's qualification to make them easily identifiable.

Format Option #2:

Standard business letter in which you incorporate proof of each qualification into the body paragraphs instead of breaking your letter down into sections.

IMA Q. LYFIED

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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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Sample #1:

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 engaged and served clients at the ITS Help Desk on over 500 different incidents/issue reports. In this position, I communicate complex technological concepts to clients, 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.

Sample #2:

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. **I also have a year and a half of relevant work experience at the Information Technology Services (ITS) Help Desk at the University of Idaho which has 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.

I have developed strong customer service and communication skills which 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, 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.