

Letter of Qualification

Many hiring departments at the University of Idaho require a letter of qualification rather than a traditional cover letter. A letter of qualification should specifically illustrate how an applicant’s qualifications meet the qualifications for the position they are applying for.

**What information should be included?**

Similar to a cover letter, a letter of qualification will communicate interest in the position, but it should also directly address how you meet each required qualification and any applicable preferred qualifications for the position. SHOW the search committee how qualified you are, rather than having them make assumptions.

**How should it be formatted?**

There is not a required format for a letter of qualification, but most often a bulleted list or table is used. For convenience, templates have been provided on the proceeding pages.

**Who should I address it to?**

A letter of qualification can be addressed generically to a search committee rather than specific contact such as a hiring manager or search chair.

**How long should it be?**

Because the purpose of a letter of qualification is to provide specific detail and examples of qualifications, it is acceptable for it to be multiple pages, which differs from the 1-page expectation for a cover letter.

It is U of I policy to prohibit and eliminate discrimination on the basis of race, color, national origin, religion, sex, sexual orientation and gender identity/expression, age, disability, or status as a Vietnam-era veteran. This policy applies to all programs, services, and facilities, and includes, but is not limited to, applications, admissions, access to programs and services, and employment.

Human Resources

(208) 885-3611 or [employment@uidaho.edu](mailto:employment@uidaho.edu)

[www.uidaho.edu/human-resources](http://www.uidaho.edu/human-resources)

Bulleted list template

Date

Hiring Organization

Address

City, State, Zip Code

Dear Search Committee,

Intro Paragraph: State your interest in the position and organization. Confirm where you located the position vacancy.

Qualification List: *List each required qualification, then explain how you meet it using specific examples from your background. This should include both education and experience. The list should include any applicable preferred qualifications as well.*

* Position Qualification (**example:** 5 years of clerical experience)
  + My Qualifications (**example:** I have a total of X years of experience performing clerical duties such as XYZ…. through my positions at…”)

Closing paragraph

Sincerely,

Your Name

Table template

Date

Hiring Organization

Address

City, State, Zip Code

Dear Search Committee,

Intro Paragraph: State your interest in the position and organization. Confirm where you located the position vacancy.

Qualification List: *List each required qualification, then explain how you meet it using specific examples from your background. This should include both education and experience. The list should include any applicable preferred qualifications as well.*

|  |  |
| --- | --- |
| Position Qualifications | My Qualifications |
| **Example:** Bachelor’s Degree in Biology or a related field | I hold a BS in Biology from the University of Idaho |
| **Example:** Experience with databases | I worked with Microsoft Access as well as Banner in my position at…. |
|  |  |
|  |  |

Closing paragraph

Sincerely,

Your Name