

Sample Letter of Qualifications Template

First Name Last Name

Dear Hiring Team:

I am writing to express my interest in this position. Below is a summary of how my background and experience align with the qualifications of the job.

Qualification #1

Describe your training and experience with the first qualification

Qualification #2

Describe your training and experience with the second qualification

Qualification #3

Describe your training and experience with the third qualification

Qualification #4

Describe your training and experience with the fourth qualification

Qualification #5

Describe your training and experience with the fifth qualification

Qualification #6

Describe your training and experience with the six qualification