From,

**Statement of Qualifications Sample Letter**

Santosh Chopra 38 green market.

Green Colony, Delhi Date: April 10, 2020

To,

Harish Chopra, Manager IT services, ABC college Delhi

Dear Mr. Harish,

I am writing this letter to apply for an IT analyst at ABC college. I have done my Bachelor’s degree from XYZ college. I have a sound understanding of all subjects in Computer Science. I have been assisting students, teachers, and staff members with many technical issues. I would be happy to apply my skills to your college.

I have strong communication skills. I am a dedicated and strong team player. I would love to work at your college.

I look forward to speaking with you further. Yours sincerely,

Santosh