

Statement of Qualifications Sample Letter

From,
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

