

## Emphasizing your qualifications

When writing this section of your cover letter, you should be asking yourself, “Does my letter say that I'm qualified for this specific job?” and “Does it show the employer that I would be a good ‘match’ for the position?”

### Tips

- Be prepared to dedicate between 1-3 short paragraphs in your cover letter for this section.
- Choose the qualifications that directly relate to the position and the employer's requirements.
- Describe your qualifications in terms of experience, skills, knowledge, abilities, awards, honors, and accomplishments.

### Sample phrases to describe skills/qualifications

1. During the past \_\_\_\_\_ years, I have successfully demonstrated solid skills in:  
\_\_\_\_\_ by \_\_\_\_\_,  
\_\_\_\_\_ by \_\_\_\_\_, and  
\_\_\_\_\_ by \_\_\_\_\_.
2. While working as a \_\_\_\_\_, I acquired a proven track record of \_\_\_\_\_.  
These resulted in \_\_\_\_\_.
3. Confident in my ability to succeed, I offer you \_\_\_\_\_.
4. As a recent graduate from the Kauai Community College Culinary Arts program, I have gained a working knowledge of \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.
5. As a \_\_\_\_\_ intern, I performed \_\_\_\_\_. This experience provided me the opportunity to practice the \_\_\_\_\_ and \_\_\_\_\_ skills I acquired in my \_\_\_\_\_ (major) classes.
6. As an organized and goal-driven individual with \_\_\_\_\_ years of experience in the field of \_\_\_\_\_, I believe my qualifications match your requirements. My strengths include: \_\_\_\_\_.
7. During the past \_\_\_\_\_ years as a \_\_\_\_\_, I have gained broad experience in \_\_\_\_\_. I feel these skills will greatly benefit your company because \_\_\_\_\_ (show how you have researched the business' needs).
8. Although my present position has provided me the opportunity for quality development as a/an \_\_\_\_\_, I am ready for a new challenge. I can offer your company

\_\_\_\_\_.

9. Over the past \_\_\_\_\_ years, my background has been concentrated in \_\_\_\_\_. This has resulted in strong \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ skills.

10.

<p>Your position requires:</p> <ul style="list-style-type: none"><li>○ Typing 40 wpm</li><li>○ Knowledge of computer applications</li><li>○ 6 months office experience</li></ul>	<p>My qualifications are:</p> <ul style="list-style-type: none"><li>○ Typing 55 wpm accurately</li><li>○ Expertise in Word, Excel, Access, and PowerPoint</li><li>○ One year general office clerical experience</li></ul>
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