

Applicant Skill Analysis

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Skill Analysis for [Applicant's Name]

Dear [Recipient Name],

After a thorough review of [Applicant's Name]'s application and qualifications, I have compiled an analysis of the key skills and attributes relevant to the position of [Job Title]. Below are the findings:

Technical Skills

- [Skill 1]: [Description]
- [Skill 2]: [Description]
- [Skill 3]: [Description]

Soft Skills

- [Soft Skill 1]: [Description]
- [Soft Skill 2]: [Description]
- [Soft Skill 3]: [Description]

Overall Evaluation

[Brief summary of the applicant's overall skills and potential fit for the role]

Thank you for considering this analysis. I believe [Applicant's Name] would be a valuable addition to our team and I look forward to your feedback.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]