

Skills Analysis for Job Application

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised on [where you found the job posting]. After reviewing the job description, I have conducted a skills analysis to align my competencies with the requirements of the role.

Skills Analysis:

1. [Skill #1]

[Brief description of how you possess this skill and its relevance to the job.]

2. [Skill #2]

[Brief description of how you possess this skill and its relevance to the job.]

3. [Skill #3]

[Brief description of how you possess this skill and its relevance to the job.]

Conclusion:

I am enthusiastic about the opportunity to bring my unique skills and experience to [Company's Name]. Thank you for considering my application. I look forward to the possibility of discussing my application in more detail.

Sincerely,

[Your Name]