

SAMPLE LETTER FOR FULL-TIME OCCUPATIONAL EXPERIENCE VERIFICATION

QUALITY COMPUTER SALES AND SERVICE

1617 West Carolina Avenue
Rockledge, Florida 32955

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January 26, 2010

To Whom It May Concern:

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Mr. Robert Black worked full-time with our company from July 1, 1999 until June 30, 2007.

He was employed as a trained computer technician, skilled in all areas of computer service and repair.

Sincerely,

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Mack N. Tosh

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Mack N. Tosh
Service Manager

KEY

1. Business stationery or notarized affidavit.
2. Verification of full-time occupational experience (i.e. 40 clock hours per week). If not full-time, then number of hours worked per week must be stated.
3. Beginning and ending dates of employment.
4. Job title. In some cases, a job description will be required by the Certification Office to evaluate the occupational experience.
5. Signature of employer.*

*NOTE: For the purpose of verifying self-employment, work experience in a family owned business, or experience at a firm no longer in business, another individual or firm familiar with the applicant's service may provide verification on business stationery or on a notarized affidavit.

A business agent of the local union to which the applicant belongs may certify the length and type of occupational experience on union business stationery.

MILITARY EXPERIENCE: The applicant must submit military discharge papers (DD-214 Form) showing ratings and specialties for each enlistment period of service.