SAMPLE LETTER REQUIRED FOR VERIFICATION
OF OCCUPATIONAL EXPERIENCE
TO BE TYPED ON OFFICIAL COMPANY LETTERHEAD

Date

TO WHOM IT MAY CONCERN:

This is to certify that _____ has had a total of ____ years, ____ months of successful full-time experience in the field of_____.

This experience covered the period from _____to _____ inclusive.

The work performed by Mr./Ms.
during this period included these activities:

1.

2.

3.

4.

Mr./Ms._____ performance in the above work has been of a high level and his/her knowledge of his/her field is such that I believe he/she could do an effective teaching job.

Sincerely,

Joe Doe
President/Personnel Department

NOTE: Address this letter as shown below and return with other employment materials to:

Grossmont-Cuyamaca Community College District
Human Resources
88OO Grossmont College Drive
El Cajon, CA 92020-1799

SAMPLE