

**Work Experience Verification**  
**Designated Subjects Adult Education Credential**  
**Department of Occupational Studies, California State University, Long Beach**

**Sample Letters**

**Instructions:** Use these sample letters to help your employer or former employer verify your employment.

[Letter #1]

[Letter must be on company letterhead,  
[Sample company for this letter is Sunnyville Auto Supplies]  
[Include address of company]

[Date]

Commission on Teacher Credentialing  
Designated Subjects Credential Office  
California State University, Long Beach  
1250 Bellflower Blvd.  
ET Building, Room 223  
Long Beach, CA 90840-5601

To Whom It May Concern:

This letter is to verify the employment of [name of applicant] who worked for [name of company] as a [title of position] from [date and year] until [date and year]. He/she was a [full-time or part-time] employee working [insert number of hours] per year. [Must be a minimum of 1500 hours per calendar year.]

As an [Auto Mechanic], his/her duties were:

- To do [general auto repairs]
- To [diagnose defective engines]
- To [replace defective parts]
- To [tune up engines]
- To [replace brakes]
- To [maintain stock inventory control]

Please contact me at [include phone number] if you have any questions or need more information.

Sincerely,

[Name of Supervisor]  
[Title of Supervisor]