

# LETTER OF EMPLOYMENT EXPERIENCE

To meet the minimum requirements to teach certain disciplines at Pima Community College, you must submit third-party documentation verifying that you possess the required on-the-job work experience.

## GUIDELINES

A typical way to verify your experience is to obtain a letter from a current or previous supervisor/employer. If your experience spans across more than one employer, please submit as many letters as needed to equal the required number of years.

Each letter submitted must:

1. be printed on company letterhead.
2. show your employment dates.
3. indicate your job title or titles.
4. include a detailed description or summary of duties and responsibilities of the position you held.
5. include the signature and name of company official with his/her title and contact information.

## SAMPLE

### Software Solutions

January 30, 2015

To: Pima Community College, Faculty Certification Office  
Re: Joseph Smith

Dear Sir or Madam:

This is to advise that Joseph Smith is currently employed by our company as an Information Technology Supervisor. Mr. Smith began his employment with us in January 2006 and continues to be employed with our company.

Joseph's job duties include, but are not limited to, performing technical and supervisory level duties that include overseeing, coordinating, and participating in company-wide information technology activities. This involves troubleshooting complex computer software, hardware and networking problems and providing end-user support. He is a Certified Software Manager (CSM), a Microsoft Certified Solutions Associate, and he has Master Certification in Microsoft Office 2013.

*Noah Miles*

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