



LETTER OF WORK EXPERIENCE REQUIREMENT

To meet the Alternative Minimum Requirements for **Occupational Education Courses**, you must submit an original letter(s) from any employer(s) showing that you possess the required industry experience in the discipline/field to be taught.

GUIDELINES FOR PRIOR WORK EXPERIENCE

In connection with your application, you must obtain a letter(s) documenting your prior work/industry experience. Each letter submitted is required to have the following:

- *Be printed on company letter head.*
- *Show your employment dates.*
- *Include your job title or titles (classification of position).*
- *Provide a detailed description or summary of duties and responsibilities of the position you held.*
- ***Include*** *signature and name of company official with their title and contact information.*

EXAMPLE:

Letter of Work Experience {Sample Letter}

[Letter must be on company letterhead]

[Date]

[Include address and name of company]

To Whom It May Concern:

This letter is to verify the employment of [Last Name/ First Name] who [works or worked] for [name of company] as a [title of position] from [date and year] until [date and year]. [He/she] [was or is] a [full-time or part-time] employee working.

As a(n) [title of position], his/her duties and responsibilities [were/are]: [list of the duties/responsibilities]

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

Sincerely,

[Name of Supervisor]

[Title of Supervisor]