

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 performing duties that closely parallel the discipline.

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.

Ask your employer to:

1. use company letterhead or otherwise indicate the employer name.
2. show your employment dates (month & year format).
3. indicate your job title or titles.
4. include a detailed description or summary of duties and responsibilities of your position.
5. include the signature and name of company official with his/her title and contact information.

Send letter to: Faculty Contracts & Certification Pima Community College 4905 E Broadway Blvd, Suite B-215 Tucson, AZ 85709-1105	OR	The <u>author</u> of the letter can email it directly to facultycertification@pima.edu
--	----	---

See the next page for a SAMPLE letter.

LETTER OF EMPLOYMENT EXPERIENCE

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 and has served in this position since 8/1/2009.

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

Noah Miles
President, Software Solutions
1111 E. Peony Lane, Tucson, AZ 85719
(520) 321-1234
nmiles@software.com