*Sample Letter of Full-Time Work Experience from Employer*

*Print on company letterhead*

*Be sure to include employer’s name, address, telephone, and email (if appropriate)*

**Verification of Full-Time Work Experience**

This is not a Letter of Recommendation

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To Whom it May Concern:

This letter is to verify full-time employment\* for (Name of Applicant) .

Position: (Position title of employee)

Dates Employed: (Beginning date) to (End date or Present)

As a (position title), his/her duties were: *(List all appropriate duties related to the industry sector.)*

* List duties
* List duties
* List duties
* List duties
* List duties
* List duties
* List duties

Name and title of person verifying employment: (Insert name and title)

Working relationship to the applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby certify under penalty of perjury that the above information is true and accurate.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\* full-time employment = 40 hrs. per week

SAMPLE LETTER – Building Trades

From Past/Present Employer to Verify Work Experience

**Print on company letterhead**

**Be sure to include employers name, address, telephone, email (if appropriate)**

Date:

To Whom It May Concern:

This letter is to verify that Bob Brown worked for Acme Construction Company from June 2002 to April 2010 as a journeyman carpenter. Bob Brown worked full time for 40 hours per week for the entire length of employment.

Duties performed included, but were not limited to:

* All phases of the construction and building trades:
* Carpentry, concrete placing and finishing, construction equipment operation, use of all appropriate power tools, construction inspection, drywall installation, floor covering, masonry, millwork and cabinet making, painting, plumbing and electrical
* Managed a crew of 3-5 people
* Responsible for job site safety, ordering of materials and equipment
* Building of residential properties, remodels and new construction

Bob Brown has demonstrated the necessary experience, expertise and qualification to perform all duties related to Building and Trades.

I, Sally Smith, hereby certify under penalty of perjury the above statements made are true and correct.

Please contact me if you have any further questions.

Sincerely,

Sally Smith

HR Director

Acme Construction Company

(555) 444-4444