Sample Employment Letter

The employment verification letter is not a letter of recommendation. It is a letter documenting your work experience in the field. The letter should be on company letterhead and include dates of employment, full or part-time status, and duties or tasks performed.

Date

College

5555 StreetName Drive

City, State 88555

RE: Teachers Name

To Whom It May Concern:

[Teacher Name] was employed full-time for the City of Sunshine as a Network User Technology Specialist from February 2001 to October 2008. During this time, [Teacher Name] performed the following jobs:

* Assisting users with the evaluation, selection, acquisition, and installation of hardware, software, and communications packages
* Providing hardware, software, and communications problem analysis support
* Advising users in technical areas leading to improved productivity and better integration of technology into operations
* Assisting with the preparation and evaluation of hardware and software configuration and network plans in support of user requests

[Teacher Name] demonstrated proficiency in Local Area Network (LAN) and Wide Area Network (WAN) technology management, server options, fiber optic, routing protocols, and switching hardware. As a job requirement, they also utilized a variety of PC functions such as word processing, spreadsheet, graphics, database management, and PC operating systems.

Please contact me at (555) 232-8890 if you have questions or need more information.

Sincerely,

Title