

Sample Employment Letter

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- Must be on company letterhead.
- Must include dates of employment and duties or tasks performed.
- Must specify if work experience is full-time or part-time.

Note: This is not a letter of recommendation. It is a letter documenting your work experience.

Yavapai College
1100 E. Sheldon Street
Prescott, AZ 86301
RE: Your Name

To Whom It May Concern:

John Doe was employed at Coconino Community College, Lone Tree Campus from January 1995 to March 1999 on a full-time basis (40 hours per week) or part-time basis (20 hours per week). During this time frame John performed the following jobs:

Computer Lab Assistant: John provided software support to students enrolled at CCC. He ran the open computer lab, and helped with required record keeping, and hardware and software problems.

Contact Training Instructor: John presented 8-hour contact training sessions on the various Microsoft and Corel software applications. He also presented Windows 95 and Internet sessions as well.

Classroom Assistant: John supported instructors by operating the computer for presentation of lecture materials while the instructor conducted the lesson.

John demonstrated proficiency in the use of computer software while performing the above jobs.

If I can provide any other information, please contact me at (123) 456-7890.

Sincerely, Human Resources/Your Boss/Your Colleague
Title