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

*Print on company letterhead*

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

**Verification of Part-Time Work Experience**

This is not a Letter of Recommendation

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

To Whom It May Concern:

This letter is to verify employment for: (Name of Applicant) .

Position: (Position title of employee)

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

Employed: ☐ Part-time

 Specify number of hours worked per year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (state year)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (state year)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (state year)

 *(1000 hrs. per calendar year = 1 year of work experience)*

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

Name of person verifying employment: (Insert name)

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

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

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

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

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

Signature

Sample

Part-time verification of Work Experience

Date:

To: Teacher’s College of San Joaquin

This letter is to verify that Ann Smith has worked part-time for Dynamic Jewelry from August of 2009 to present.

Specify number of hours worked per year:

|  |  |
| --- | --- |
| 2017 | 92 |
| 2016 | 208 |
| 2015 | 215 |
| 2014 | 233 |
| 2013 | 142 |
| 2012 | 158 |
| 2011 | 122 |
| 2010 | 87 |
| 2009 | 46 |

Her duties have included:

* Greet customers
* Maintain knowledge of current sales and promotions
* Balance Cash Draw
* Recommend and help locate merchandise based on customer needs and desires.
* Answer questions regarding the store and its merchandise

Name of person verifying employment: Paula Medina

Working Relationship to the applicant: Supervisor

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

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

 Signature