

SAMPLE EMPLOYMENT VERIFICATION LETTER FOR EDUCATIONAL EQUIVALENCY

Instructions for obtaining an employment verification letter

1. Letter should be typed on company letterhead.
2. Letter must be dated.
3. Letter must be signed and that person's title must be listed.
4. Letter must include the dates employed.
5. Letter must indicate the number of hours per week worked.
6. Letter must describe job duties for position; be as detailed as possible.

SAMPLE EMPLOYMENT VERIFICATION LETTER (Please have printed on company letterhead)

[date]

To whom it may concern:

[Alien's name] worked for our company as an **[position]** from **[start date]** to **[finish date]**. This is a full time job and (s)he worked 40 hours per week. In that capacity, (s)he engaged in the following duties:

[Please input the duties you performed in the job in this paragraph. Please make sure that the description of your daily duties includes details regarding those aspects of your employment related to your educational field (i.e. engineering responsibilities if this letter is needed to show equivalency for an engineering degree).]

Please do not hesitate to contact the undersigned if you have any questions.

Sincerely,

[name]
[title]
[phone number]