Essential Automotive Supplies (On Company letterhead)

425 Main Street

Pleasant Hill, CA 94523

Date (Month/day/year)

Commission on Teacher Credentialing

1900 Capitol Avenue

Sacramento, CA 94244-2700

To Whom It May Concern:

This letter is to verify the employment of John Doe, who worked for Essential Automotive Supply as an Automotive Mechanic from March 17, 1995 until November 23, 2000. John was a full time employee.

As an Automotive Mechanic, his duties were as follows:

• General automotive repair

• Diagnose defective engines

• Replace defective parts

• Tune up engines

• Replace brakes

Please contact me at (000) 111-2222 if you have any questions.

Sincerely,

James Buck (Name of Supervisor)

Owner (Position/Title)