

# PRACTICAL EXPERIENCE

Below are the guidelines for submitting the acceptable proof of Practical Experience.

Candidates must obtain letter(s) - on official letterhead - from one or more of the following sources: building officials, building inspectors, current or former employers, contractors, engineers, architects, or current or past clients. Attesting to the candidate's practical experience in the trade. These letters must be specific in length of time employed (from "month/year" to "month/year") and contain a detailed account of the duties the candidate performed.

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JNM Builder Corp  
888 Mallari Street  
Townsville, VA 23645

June 5, 2007

To Whom It May Concern:

This letter is to verify that Armen Di Masi has been in my employment from January 1992 to June 1999. His specific duties include the installation and maintenance of cooling systems.

Please call me at (804) 555-9267 if you have any questions.

Very Truly Yours,

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Murray Buhac  
Maintenance Supervisor

June 5, 2007

To Whom It May Concern:

This letter is to verify that Nelson has been working here since January 1992. He has extensive experience in the HVAC trade.

Please call me if you have any questions.

Very Truly Yours,

Lester Thompson  
Owner

**ACCEPTABLE**

- ◆ Letter is on official letterhead
- ◆ Candidate's Legal Name is indicated
- ◆ Specific duration of employment indicated
- ◆ Detailed account of duties indicated
- ◆ Signed by supervisor's name and title

**UNACCEPTABLE**

- ◆ Letter is unofficial without letterhead
- ◆ Candidate's Legal Name not indicated
- ◆ Length of employment cannot be determined
- ◆ Duties not indicated
- ◆ Unsigned

