**Sample Schedule A Letter for Licensed Medical Practitioners**

*The letter must be printed on “medical professional’s” letterhead and must include a signature or it is invalid.*

*I recommend saving this letter to your thumb drive then taking it with you to your doctor’s appointment and asking it to be completed during your appointment. The office staff can easily take your document off the thumb drive and print on the doctors’ letterhead.*

Date

To Whom It May Concern:

This letter serves as certification that (*name of patient/applicant*) is an individual with an intellectual disability, severe physical disability or psychiatric disability, and can be considered for employment under the Schedule A hiring authority 5 CFR 213,3102(u). Thank you for your interest in considering this individual for employment. You may contact me at (phone number).

Sincerely,

(Medical professional’s signature)

(Medical professional’s title)

**Sample Schedule A Letter for Vocational Rehabilitation Professionals**

As above – ensure you get the letter on letterhead with the state seal and contact information for the **agency** *and* **person** signing your letter

Date

To Whom It May Concern:

This letter serves as certification that (name) is an individual with a documented disability, identified by the (vocational rehabilitation services agency name) policy and can be considered for employment under the Schedule A hiring authority 5 CFR 213.3102 (u) for people with intellectual disabilities, severe physical disabilities or psychiatric disabilities. Thank you for your interest in considering this individual for employment. You may contact me at (contact information).

Sincerely,

(Vocational rehabilitation professional’s signature)

Jaynine's work as a Career Strategist and Reinvention Specialist has been recognized by professional organizations throughout the nation. She has served as a guest expert for the Huffington Post and has been quoted in Military Times and USAA magazine. Her Pinterest Board for job hunting and interviewing was listed as one of the Top 100 Pinterest Boards for Job hunting. As a military veteran Jaynine’s no nonsense approach to job hunting and gift for resume writing has resulted in getting the phone ringing within 20 minutes of creating a LinkedIn profile, within 7 minutes of faxing a resume, and within 40 minutes of posting a resume online. Her resumes and career strategies help clients get jobs and promotions.

“Each client is unique and deserves a program designed specifically to meet his/her unique needs. We do NOT do cookie cutter resumes or generic resumes. All resumes are written for each specific client and their desired job postings.” Jaynine Howard

Contact Jaynine **today** at 910-539-2810 or jaynine@coachjaynine.com if you are ready to **SEIZE and CREATE OPPORTUNITIES** in 2018!

