

Brazosport College **College of Choice**

Dear Applicant:

Thank you for your interest in Brazosport College and in our workforce programs. Due to faculty credential regulations from SACS (Southern Association of Colleges and Schools), minimum qualifications for workforce faculty are an associate's degree, (bachelor's preferred), and a minimum of three years of direct work experience in the occupation.

In order to verify your direct work experience, we will need the following document:

Employer Letter of Verification – this letter will confirm your work experience in the workforce occupation. Please request your current or previous employer write this letter for you. The letter must be on company letterhead. Documentation must include 1) dates of employment (beginning/ending) and 2) job title. If the job title is not descriptive of your work experience, the employer should provide a few descriptors of specific job duties. Below is a sample “Employer Letter” to assist your employer in providing this documentation.

Document(s) may be submitted by:

Mail to: Attn: Human Resources
Brazosport College
500 College Drive
Lake Jackson, TX 77566

Email to: humanresources@brazosport.edu

Fax to: 979-230-3352

If you have questions, please contact us at 979-230-3303.

Thank you

XYZ Company

Anytown, USA

<Current Date>

Marshall Campbell, Vice President
Human Resources
Brazosport College
500 College Dr.
Lake Jackson, TX 77566

Dear Mr. Campbell:

<Employee's Name> was/has been an employee of the XYZ Company from <month and year> to <month and year>. <Employee's First Name's> responsibilities are/were to ensure that the organizational structure and management systems in the company effectively meet/met customer and business goals and objectives. <Employee's First Name's> is/was the subject matter expert in the area of human resources for XYZ Company.

Key job duties as they relate/related to Human Resources Management are/were:

- facilitate the development of plant and individual goals;
- work with the production leader to determine staffing and resource needs;
- coordinate the selection and hiring process for new employees;
- work with the training coordinator to determine training needs;
- provide expertise and guidance to individuals in employee development;
- coordinate the performance evaluation process used for compensation;
- provide input into compensation planning;
- develop empowered work teams;
- assists teams and individuals in measuring and improving performance;
- ensure adherence to and the effectiveness of work processes;

The responsibilities described above provide a general overview of <Employee's Name> role at XYZ Company.

If you should have questions, please feel free to contact me at jemployer@xyzcompany.com or 230-1234.

Sincerely,

Joe Employer
Vice President of Production