|  |  |  |
| --- | --- | --- |
| The Secretary |  | Date: |
| Commission of Examiners |  | Insert date here |
| Department of Labour |  |  |
| Private bag x117 |  | Enquiries: |
| Pretoria |  | Insert contact number here |
| 0001 |  |  |
|  |  |  |

Dear Sir/Madam

**SERVICE AND PRACTICAL EXPERIENCE RECORD IN MECHANICAL/ELECTRICAL ENGINEERING ENVIRONMENT OF [PLACE YOUR NAME AND SURNAME HERE]**

Briefly describe your work history. For every period of your work experience, mention the following:

* Position you held
* The start and end date of the position
* Who you reported to
* Your responsibilities
* Highlight top 3 to 5 contributions. Make sure you include contributions/projects which are related to plant maintenance, operations and/or problem solving in plant environment which have an end goal of solving a plant/factory problem.
* List 5 to 10 key tasks of your position during this period. Be sure to include tasks which are related to plant engineering outcomes related to maintenance, operations or engineering/design

Yours sincerely

[Remember to sign]

PLACE YOUR NAME HERE

**POSITION**

I can testify that the above experience as explained above was carried out and concluded as [PLACE YOUR NAME AND SURNAME HERE], ID number [PLACE YOUR ID NUMBER HERE].

[Remember to sign]

**PLANCE SUPERVISOR/ENGINEERING MANAGER NAME HERE**

**POSITION**