

To: Student's academic advisor OR cs.grad_advisor@ttu.edu

SUBJECT: Full time CS Job for Comprehensive Evaluation for [STUDENT NAME/Rnumber]

Dear [Student's Advisor], / Dear CS Graduate Advisors

I am writing on behalf of [STUDENT/EMPLOYEE] to confirm details of their professional experience so that they may satisfy degree requirements for the [DEGREE PROGRAM].

[STUDENT/EMPLOYEE] has worked as [TITLE] at [COMPANY/DEPARTMENT] since [APPROXIMATE START DATE]. During this time, I have directly supervised them and can confirm that their position is directly aligned with the knowledge and skills gained in the [DEGREE PROGRAM].

Additionally, I can confirm that they are employed by [COMPANY/DEPARTMENT] full-time, and work approximately 40 hours per week.

If you have any questions or concerns, I can be reached directly at [EMAIL AND PHONE NUMBER] during the hours of [TIMES].

Best,

[NAME/TITLE OF DIRECT SUPERVISOR]