

**Coe-Brown Northwood Academy
Senior Portfolio**

**#8A – Job Skills: Letter of Recommendation
Grades 10-12**

THIS COMPONENT DOES NOT REQUIRE PRE-APPROVAL

Student Name: _____

Place of Work: _____ Dates of Employment: _____

Name & Title of Employer Writing Letter: _____

Certification of Completion

(to be completed immediately after receiving letter)

Please submit a two-paragraph reflection about your development of job skills through the process of being employed. The first paragraph should detail your most typical and important duties as an employee and your thoughts on those duties. The second paragraph should be an overall reflection of what you have learned by being an active member of the work force. These paragraphs should be added to your Senior Portfolio during your senior year.

This certifies that _____ has presented me with a valid letter of recommendation from his/her employer.

Certified by: _____ Date: _____