

**Coe-Brown Northwood Academy  
Portfolio**

**#8 – 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 Portfolio during your senior year.

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

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_