

SUGGESTED TEMPLATE FOR SUPPORTING DOCUMENTATION

Please copy the text below onto your company letterhead, fill in the relevant details, sign, and return it to the student for submission.

DATE

Attn:
Continuous Professional Development
Faculty of Engineering, Monash University
Clayton Vic 3800

This is to certify that STUDENT_NAME worked at NAME_OF_COMPANY from DD/MM/YY to DD/MM/YY for a total of approximately ENTER_NUMBER hours in total. Their job title was JOB_TITLE.

During the employment period their job involved DETAILED_JOB_DESCRIPTION *(please include enough detail so that our assessors can see what the student's role was, and the kind of work they did. If the work was Engineering-related, please include any projects worked on / summary of focus areas so our assessors can determine that the work the student did was Engineering-related)*

Yours sincerely,

SUPERVISOR'S SIGNATURE

NAME_OF_SUPERVISOR
SUPERVISOR_TITLE
COMPANY_NAME
SUPERVISOR EMAIL ADDRESS
SUPERVISOR PHONE NUMBER