

Australian Computer Society Inc
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EXAMPLE EMPLOYMENT REFERENCE

18/03/2015

To whom this may concern,

This is to certify that **Mr Bob** was an employee of the **Australian Computer Society** and was employed from **Jan 1st, 2000 until Dec 1st, 2008**.

Mr Bob was employed on a **full time** basis as a **Software Engineer** at the following locations:

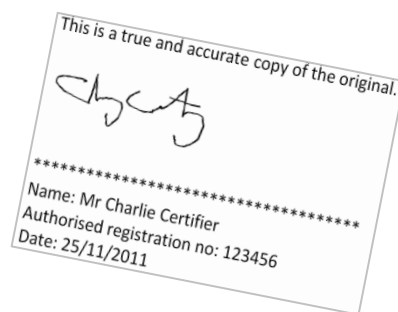
Junior Software Engineer	Jan 2001 – Jan 2003	India
Software Engineer	Jan 2003 – Feb 2005	Germany
Senior Software Engineer	Feb 2005 – Dec 2007	England
Senior Software Engineer	Dec 2007 – Dec 2008	Australia

He performed the following duties:

- researching, consulting, analysing and evaluating system program needs
- identifying technology limitations and deficiencies in existing systems and associated processes, procedures and methods
- testing, debugging, diagnosing and correcting errors and faults in an applications programming language within established testing protocols, guidelines and quality standards to ensure programs and applications perform to specification
- writing and maintaining program code to meet system requirements, system designs and technical specifications in accordance with quality accredited standards
- writing, updating and maintaining technical program, end user documentation and operational procedures

Sincerely yours,

Mr John,
Manager



Please note: this is only an EXAMPLE. References provided do not need to be exactly the same format as long as the required information is provided.

Each employment reference must contain:

- Start and Finish Dates of Employment
- Description of Duties Performed
- Hours worked - Full time or Part time
- Country where Employment was completed
- Company Letterhead and signed by the author
- Marked as a Certified Copy