

Technical Experience

Sample letter

Company letterhead
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Dd/mm/yy
(needs to be current)

Dear licensing team,

Jo Sparks worked with employer details for approximately years/months starting in year they worked with company.

Within this time he/she was involved in the following projects:

Completion of new housing estate.
Shopping centre upgrade
Development of apartment complex

And completed the following works:

Please provide examples of electrical wiring and installation work experience, the work must be hands on in nature and not just in a supervisory role, some examples provided below:

General Electrical installation and fit out/off in domestic or industrial setting.
Installation of lighting, power, data, communication and security.
Installation of mains and sub mains cabling
Fit off including main and distribution switchboards.
Competently repair and maintain electrical systems and equipment in domestic, commercial or industrial settings
HV & LV cable installation
Conduit work
Interpretation and understanding of electrical wiring/drawings
Termination & insulation resistance testing of installed cables

The work was conducted (needs to be after 2005) and I can confirm that (*insert name here*) is competent in the electrical field completing electrical installation work as required.

Regards,

Electrician
Signature

Licence/REC number