

#1: SAMPLE LETTER FROM YOUR CURRENT EMPLOYER

CET Networking Education

PO Box 142, 627 Rutledge Pike
Blaine, TN 37709

Tel: (865) 932-9881 Fax: (865) 932-935-9894

To Whom It May Concern:

Dear BICSI,

I feel privileged to write a reference letter for Mr John Doe. He is presently the operations manager for ABC Company in the state of Iowa.

I have personally worked with John on many jobs in the area including Tropicana, Sea World and Blue Shield just to name a few. He brings a sound understanding of the telecom industry and dependability to ABC Company.

His years in the industry provide him the experience and diverse background required to perform all types of work. Wayne will bring value to the RCDD program by doing what is right for the customer ... in work performance as well as following the standards set forth in the TDM manuals.

I fully endorse John as a candidate for the RCDD program and wish him well in his affiliation with BICSI.

Sincerely,

This is a sample reference letter only! Do not send this sample reference letter to BICSI as will be rejected! This reference must come from your employer on their letterhead!

#2: SAMPLE LETTER FROM A CLIENT

CET Networking Education

PO Box 142, 627 Rutledge Pike

Blaine, TN 37709

Tel: (865) 932-9881 Fax: (865) 932-9894

To Whom It May Concern:

Dear BICSI;

It is a pleasure to write a reference letter for a candidate that represents himself and ABC Company with such integrity. His involvement in the design and installation processes includes strict adherence to standards compliance.

I have been involved in many jobs with John Doe, from installations to public bidding. John is the type person who will uphold BICSI's commitment to excellence in telecommunications industry. He utilizes the TDM manuals in all of his decision making, be it installations or design needs, for his customer.

He has a solid understanding of the telecom industry and I proudly endorse John as a candidate for the RCDD program.

Sincerely

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#3: SAMPLE LETTER FROM A PERSONAL REFERENCE

CET Networking Education

PO Box 142, 627 Rutledge Pike

Blaine, TN 37709

Tel: (865) 932-9881 Fax: (865) 932-9894

To Whom It May Concern:

Dear BICSI;

I would like to endorse John Doe as candidate for the RCDD program. I have known John for the past 10 years and know him to be a most honest and ethical individual. I would certainly be proud to have him on my team!

Sincerely,

This is a sample reference letter only! Do not send this sample reference letter to BICSI as will be rejected! This reference must come from a person reference on their letterhead!