

Guidance for Letters of Endorsement

For Industry/trade associations:

1. State the title of the certification that is being endorsed
2. Substantiate (give reasons for your endorsement) For example, please elaborate on the usefulness of this certification to your particular industry. Does the attainment of this certification have value to your industry in validating skills and experience of job candidates? Does your industry recognize the importance of this certification in making hiring decisions?
3. Please use letterhead. If letterhead is not available, be sure the letter clearly states the entity (association/organization) that is endorsing. Please include contact information (phone and email), in the event additional information regarding the endorsement is needed.

For Regional Workforce Boards

1. State the title of the certification that is being endorsed
2. Substantiate (give reasons for your endorsement) For example, please elaborate on the usefulness of this certification in your particular region. Does the attainment of this certification have value to companies in your region? Does this certification align with your regional targeted occupations or regional targeted industries? Does this certification validate the skills and experience of job candidates? Does the attainment of this certification assist with the placement of a job seeker in a job? Do companies in your region recognize the importance of this certification in making hiring decisions?
3. Be sure the letter is on your CareerSource letterhead. Please include contact information (phone and email), in the event additional information regarding the endorsement is needed.

For Economic Development Organizations

1. State the title of the certification that is being endorsed
2. Substantiate (give reasons for your endorsement) For example, please elaborate on the usefulness of this certification in your particular locality or region. Does the attainment of this certification have value to companies in your service area? Does this certification align with your local or regional targeted industries? Do companies in your region recognize the importance of this certification in making hiring decisions?
3. Please use letterhead. If letterhead is not available, be sure the letter clearly states the entity (association/organization) that is endorsing. Please include contact information (phone and email), in the event additional information regarding the endorsement is needed.