



CAREERS

College Activities Reap Educational Experiences Resulting in Success

Volunteer Work or Community Activity

_____ [Enter the Semester/Year]

_____ Date

To Whom It May Concern:

This letter is to certify that _____ [Print Student's Name]

participated in **[Volunteer Work]** or **[Community Activity]** on _____ [Date]
[circle which activity]

at _____ [Company/Organization]

If you have any questions, please call _____ [Name & Phone Number]

Please provide a brief description of [volunteer work] or [community activity]:

Sincerely,

_____ Print Name & Sign

_____ Date