

Campus Correspondence

*Louisiana State University
at Alexandria*

TO: Vice Chancellor for Academic Affairs

FROM: Chair, Department of _____

THROUGH: Dean, College of _____

DATE:

RE: Certification of Proficiency in Written and Oral English

_____ has applied for the position of
(Applicant's Name)

_____ in the Department of _____.

I attest that the above named individual has demonstrated proficiency in spoken English during a pre-employment interview. This individual has also demonstrated proficiency in written English via submission of the attached writing sample.

Enclosure: Writing Sample

Copies distributed by Academic Affairs:

_____ Date original forwarded to Human Resources

_____ Date signed copy returned to appropriate department office.

