

Ms. Helen Brown, Personnel  
A&B Communications, Inc.  
125 Main Street,  
Suite 108  
Newtown, PA 18940

Dear Ms. Brown:

As we discussed on the telephone, I am writing to ask you for a letter on my behalf for Bucks County Community College's Portfolio-Assisted Prior Learning Assessment Program. As you know, I am hoping to earn college credits toward my degree for knowledge acquired outside the traditional college classroom. Your letter will help me provide evidence that the knowledge and skills I possess and use on the job are worthy of college credit.

Following the recommendations specified by the Prior Learning Assessment Program at BCCC, I would appreciate your writing the letter on company letterhead and including the following:

1. A description of my position with all pertinent past and present experiences included.
2. A description of our relationship (supervisory) and the situations in which you have observed my work. Also, please include the dates of observations and the length of time I have worked with you.
3. An indication of my competence, skills and knowledge in *e.g. word processing, spreadsheets, accounting programs and computer programming*. [Here each student you would specify her / his own competencies, skills and knowledge areas, and relate them to the relevant course descriptions.]
4. Evaluate how well I performed, using such adjectives as *average, above average, exceptional*, etc. It would also be helpful if your statement included some comparison with others you have known who possess a

college degree or college credits and who have held similar positions to mine.

I would like emphasize that what you write should not be a letter of recommendation per se.

Rather, the Prior Learning Assessment Program at BCCC requires that you verify my specific skills, competencies and knowledge and evaluate the level of my performance.

I would appreciate your sending this letter to my Prior Learning Assessment advisor,

Monica Flint  
Coordinator of Experiential Learning  
Career Services  
Bucks County Community College  
275 Swamp Road,  
NEWTOWN, PA 18940

Please arrange for this letter to reach the advisor no later than..... [*allow at least one month from the date you send letter*]

Thank you very much for agreeing to write this letter on my behalf. As I am sure you are aware, earning a college degree at this at this point in my life is very important to me. If you have any questions, please let me know.

Sincerely,