



## EXPERIENCE DOCUMENTATION INFORMATION

This material is designed to help C.P.M./A.P.P. applicants document experience. Remember to use employer letterhead, have a current or previous supervisor or human resource department sign each letter, and include each title, and the length of time the title was held (from mo/yr to mo/yr). Some of the more common situations encountered when documenting experience, and recommended solutions, are covered below. Titles referenced in the samples are representative only and do not cover the range of titles held or used in the field.

REMEMBER: INCLUDE ALL DOCUMENTATION WITH AN APPLICATION. DO NOT SEND MATERIAL SEPARATELY. Questions? Call ISM at 480/752-6276 extension 3094.

**Item 1:** **My previous employer is no longer in business or the business has been sold or merged with another company.**

Comment: Contact a previous supervisor, or other individual you worked with, who can certify your employment history and have them write a letter for you. Have them explain the situation briefly and identify their previous relationship to you within the company.

**Item 2:** **I cannot locate any information on my previous employer.**

Comment: Consider researching information at your public library or local government entity for documents of incorporation. You may be able to find the entity holding the personnel/employment records. You may also want to ask your present employer if they verified your previous experience, job titles, dates held, and so on. If this was done, your current employer can certify previous experience.

**Item 3:** **I'm not sure my job title or job duties are eligible.**

Comments: If you have a title that is not normally associated with professional purchasing and supply management, then document your responsibilities in detail and submit with your application. When listing job duties please make sure to specify the percentage of time spent in each area/job function. ISM will review the material and make a decision.

**Item 4:** **My experience was gained while in the military. How do I document that experience?**

Comment: Ask your commanding officer for a letter documenting your experience. In most cases we have received the DD 214. In some cases military review or discharge documents may also help document your experience.

SAMPLES DOCUMENTING EXPERIENCE

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**SAMPLE LETTER 1: (Employer No Longer in Business)**

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Date

ISM  
P.O. Box 22160  
Tempe, AZ 85285-2160

Dear ---: This letter is to certify the employment of Mary Smith. XYZ Company went out of business in 1997. Mary reported to me as a full-time employee and held the title "buyer" from 11/92 to 12/96. During that time she was responsible for the purchase of all MRO supplies used at our facility.

If you need any additional information, please contact me at (phone number).

Mr. Smith  
Former Manager-Purchasing  
XYZ Company

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**SAMPLE LETTER 2 (Previous Experience):**

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Date

ISM  
P.O. Box 22160  
Tempe, AZ 85285-2160

Dear ---:

This letter is being issued at the request of Tommy Jones. It verifies his full-time employment, job titles and duties while employed at XYZ Company. He has held several positions within the purchasing organization. Each is discussed below:

Title: Purchasing Agent  
Dates Title Held: 11/90 to 5/93  
General Description of Duties: Negotiate contracts, select supplier, and perform all other duties necessary to ----.

Title: Purchasing Manager  
Dates Title Held: 6/93 to 11/95  
General Description of Duties: Manage and supervise the purchasing department for the organization.

If you have any questions, please call me at (phone number)

J. Jones  
Human Resources Manager  
XYZ Company

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**SAMPLE LETTER 3 (CURRENT EXPERIENCE)**

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Date

ISM  
P.O. Box 22160  
Tempe, AZ 85285-2160

Dear ---:

This letter is to verify full-time employment for John Smith. Mr. Smith has worked at the XYZ Company for 14 years in the **Purchasing Department**. Mr. Smith has held the following positions and responsibilities.

March 1980/April 1985 **Buyer 1** - Mr. Smith worked as a **Buyer** for manufacturing parts during this period. Buyer 1 is a non-clerical position with responsibility for review and selection of mid-range products and services. April 1985/March 1990 **Purchasing Agent** - Mr. Smith worked as a **Purchasing Agent** for the manufacturing division. Several buyers, in addition to clerical staff, reported to him. The buyers were responsible for selection of suppliers for mid-range products and services.

April 1990/August 1992 **Purchasing Manager** - Mr. Smith has been the **Purchasing Manager** with two Purchasing Agents reporting to him.

September 1992 – Present - **Director of Purchasing**. Mr. Smith is the **Director of Purchasing**. The Purchasing Manager and purchasing department report to him.

If you have any questions please contact me at ----.

Mr. Bob Jones  
President  
XYZ Company