

Professional Employment Referral Template

Subject: Job Placement Referral

Hello [Employment Counselor Name],

I am pleased to refer [Individual Name] to your employment services program. This individual is actively seeking employment and possesses [relevant skills/qualifications].

Their work history includes [brief employment background]. They have completed [education/training/certifications]. Their career interests lie in [preferred industries/roles].

Current challenges to employment include [barriers if any]. However, their strengths include [positive attributes]. They are available for [full-time/part-time] positions and can work [schedule flexibility].

The individual is highly motivated and committed to finding stable employment. They would benefit from [specific services like resume help, interview coaching, job matching].

Please contact them directly at [phone/email] to schedule an initial appointment.

Best wishes,

[Your Name]

[Organization]

[Contact Information]

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