

ABC Company

1234 Washington Street
Anytown U.S.A. 99999

June 3, 2013

NAPCP
Attn: CPCP Recertification
12701 Whitewater Drive, Suite 110
Minnetonka, MN 55343

Re: Supporting Documentation for CPCP Recertification

This letter serves to document Jane Doe's work experience at ABC Company since she earned the CPCP credential in June 2010. Jane has worked in the Procurement department, fulfilling a dual role—leading the P-Card program management efforts while also being responsible for various purchasing projects. Her job titles/roles include:

1. Purchasing Card Program Manager

Within this role, Jane is the primary contact person for the P-Card program, responsible for the training program, daily operations, maintaining program procedure manuals, ongoing program reporting and subsequent analysis, program expansion and so on.

2. Senior Procurement Analyst

As a procurement analyst, Jane conducts requests for proposals, manages contracts, works with internal business partners (departments) on their purchasing needs and participates on various committees for which procurement involvement is needed.

She continues in this dual role today.

Sincerely,

John Smith
Vice President of Procurement