

[Company Letterhead]

Date: [Date of Issuance]

TO WHOM IT MAY CONCERN

This is to certify that **[Candidate Name]** was employed with **[Company Name]** as a **[Job Title, e.g., Resume Specialist/Document Controller]** from **[Start Date]** to **[End Date]**.

During their tenure, **[Candidate Name]** was responsible for providing professional resume formatting and optimization services. Their key responsibilities included:

- Restructuring and reformatting resumes to industry-specific standards.
- Ensuring document compatibility with Applicant Tracking Systems (ATS).
- Standardizing typography, layouts, and visual hierarchy for professional clarity.
- Correcting grammatical errors and enhancing content flow.
- Converting complex CVs into concise, modern professional profiles.

[Candidate Name] demonstrated proficiency in various word processing tools and a keen eye for detail. They consistently met deadlines and maintained high quality standards for all client deliverables.

We wish **[Candidate Name]** the very best in their future professional endeavors.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Job Title]

[Company Name]