



**American
Institute of
Medical
Sciences &
Education**

AIMS EDUCATION

4500 New Brunswick Ave, Piscataway, NJ 08854
Phone: (908) 222-0002 Fax: (908) 450-6111
WWW.AIMSEDCATION.EDU

Dear Employer,

We would like to thank you for giving our recent graduate, _____, the opportunity to begin his/her career with you. We are confident that he/she will meet all of your expectations and prove to be a valuable member of your organization.

As an accredited institution, AIMS Education is required to keep records of the employment rates for our graduates. Your assistance in this effort would be greatly appreciated. For employment verification purposes, we ask that you please complete the form below. The completed form can be mailed directly to AIMS, faxed to **908-450-6111** or emailed to **career@aimseducation.edu**. All information will be kept confidential.

Once again we thank you for considering AIMS graduates for employment, and please feel free to contact the AIMS Career Services Department for any future hiring needs.

Sincerely,

Justine Kimler
Career Services Administrator

EMPLOYMENT VERIFICATION

Name of Employer _____

Address _____ **Phone Number** _____

Name of Employee _____ **Job Title** _____

Employment Start Date _____ **Salary / Hourly Wage** _____

Circle one: Full-time / Part-time **If part-time, list hours per week** _____

Employee Performance Rating: (Please select one)

Outstanding Good Fair/ Needs Improvement

Name _____ **Title** _____

Signature _____ **Date** _____

Fax to **908-450-6111** or email to **career@aimseducation.edu**