

Logo

[Company name]

[Address]

Phone:

Email:

[Today's Date]

## TO WHOM IT MAY CONCERN

This is to acknowledge that Mr/Ms [client's name] has been/was employed as a full-time/part-time [job title] of [company name] from [month year] to [month year]. [Client's name] is capable of performing a full range of duties and tasks accepted of a qualified cook.

The main responsibilities carried by [client's name] in this role include:

- Apply building codes and standards to the construction process for low rise building projects
- Manage occupational health and safety in the building and construction workplace
- Select and prepare a construction contract
- Produce labour and material schedules for ordering
- Conduct on-site supervision of building and construction projects
- Identify and produce estimated costs for building and construction projects
- Select, procure and store construction materials for low rise projects
- Plan building or construction work
- Apply legal requirements to building and construction projects
- Apply structural principles to residential low rise constructions
- Apply structural principles to commercial low rise constructions
- Read and interpret plans and specifications
- Promote team effectiveness
- Produce simple word processed documents
- Apply project quality management techniques
- Establish legal and risk management requirements of small business
- Prepare and evaluate tender documentation
- Establish effective workplace relationships
- Apply sustainable building design principles to water management systems
- Prepare specifications for all construction works
- Prepare simple building sketches and drawings
- Manage personal work priorities and professional development
- Arrange building applications and approvals
- Undertake project work
- Establish legal and risk management requirements of small business
- Plan, organise and facilitate learning in the workplace
- Work effectively with culturally diverse clients and co-workers
- Maximise energy efficiency through applied trade skills
- Use building science principles to construct energy efficient buildings
- Work safely in the construction industry
- Supervise asbestos removal
- Implement and monitor environmentally sustainable work practices
- Produce simple word processed documents
- Implement continuous improvement
- Apply project quality-management techniques

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- Apply project risk-management techniques

Sincerely,

[Referee's name]

[Referee's job title]

Contact number: