Current Date

U.S. Department of Labor

Employment and Training Administration

Foreign Labor Certification National Processing Center

Harris Tower

233 Peachtree Street, Suite 410

Atlanta, GA 30303

Re: Attached position posting

To whom it may concern:

This is to certify that the attached Position Vacancy Listing (PVL) and Notice Requirement, were posted in the Department of XXX Engineering, in two conspicuous places. The notice was posted from XXX – XXX on the bulletin board located at YYY. In addition, the PVL was posted in the university’s electronic PVL system from XXX-XXX. As a result of the posting, we received 0 inquiries which were referred to the Certifying Officer of the Department of Labor.

Sincerely,

Professor

Chair of the Department of XXX