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GUIDE TO
EXPRESS ENTRY REFERENCE LETTERS
AND TEMPLATES

Thank you for purchasing this short guide to Express Entry reference letters.

This guide is for individuals applying for permanent residence through Canada's Express Entry application intake management system.

Express Entry has specific requirements for what is included in the reference letter depending on your specific employment situation. This guide outlines what information you need to include in your reference letter as well as the common mistakes to avoid.

This guide includes:

- A checklist for all the essential components of an Express Entry reference letter
- Sample reference letters and templates that can be used for reference letters from:
 - Employers
 - Self-employed contractors and business owners
 - Colleagues (If your employer cannot provide a comprehensive reference letter)
 - Clients (For self-employed individuals)
 - Other third parties who can confirm aspects of your application (for self-employed individuals)

** Please note, that this guide should not be construed as legal advice and that you should always check the Immigration, Refugees and Citizenship Canada website to ensure that your reference letters meet current requirements.

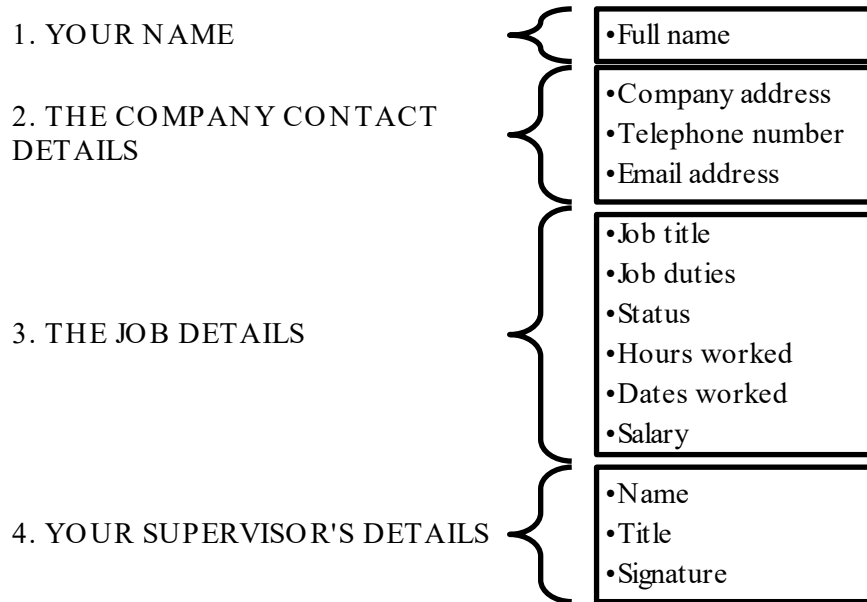
The best link to check for current requirements regarding reference letters, and other Express Entry requirements, is here:

<https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/permanent-residence/express-entry/applications-received-on-after-january-1-2016-completeness-check.html>

WHAT IS A REFERENCE LETTER?

Reference letters, also called experience records, are letters from past employers or if necessary, colleagues which tell visa officers that you did work at a specific company and the actual type of work that you did there. The reference letter gives the visa officers proof of your work experience and allows them to assess whether your work experience qualifies under Express Entry. The letter also provides details on how long you worked at each work experience, which is required to assess whether you have enough years of experience to qualify.

Express Entry has specific requirements for what is included in the reference letter. Inadequate references letters are the most common reason for refusals. Each letter requires four main components.



If you have had multiple positions at the same company, a single reference letter from the employer can be used to confirm all the positions, however, the reference letter needs to specify the title, duties, hours worked, dates and pay for each position worked.

If your employer is unable to provide a reference letter listing all of duties, time worked, pay, title and hours worked per week then you can submit letters can be submitted from third parties (colleagues, managers) to supplement this information.

If you are self-employed, you are still required to submit a reference letter. Instead of letters from an employer you can submit letters from colleagues, clients, or other third parties who can confirm

the details of your work experience. Along with the reference letter, you will have to submit additional documentation that can confirm that you are self-employed and your salary.

REFERENCE LETTER CHECKLIST

In Express Entry you must ensure that your reference letters meet the following requirements:

- The letter is an official document printed on company letterhead
- The letter includes these mandatory components:
 - your name;
 - your company's information
 - company address
 - company telephone number
 - company email address
 - your job details
 - job title
 - job duties & responsibilities (that correspond to NOC)
 - job status
 - dates worked
 - hours worked per week
 - salary
 - your immediate supervisor or personnel officer's information (if self-employed include a colleague or client instead)
 - supervisor's name
 - supervisor's title
 - supervisor's signature
- Pay stubs or tax documentation are attached to the letter, where possible, to confirm your position (Optional)

If Self-Employed you must also include these mandatory supporting documents:

- articles of incorporation or other evidence of business ownership (tax documents);
- evidence of self-employment income (tax documents, invoices)
- reference letters or documentation from colleagues or clients indicating the service provided (duties and responsibilities performed), the hours of work per week that they believe that you worked, the dates that you performed services to them, and with payment details.

THE PARTS OF THE JOB DETAILS SECTION

JOB TITLE

For work experience to count towards Express Entry, it must be skilled. Although duties are the crux of determining this, the starting point is the title, so this must be included in the reference letter.

JOB DUTIES & RESPONSIBILITIES

In order to show that a job was skilled, Canadian immigration law requires that applicants show that they performed the “lead statement” and a substantial number of the “main duties” for their occupation as set out in Canada’s National Occupational Classification (NOC) 2021 system (described in more detail below). It is not possible for visa officers to do this unless the reference letter clearly lists the duties that you performed.

Before submitting the reference letter, make sure that your employer has included enough detail so that visa officers can to be verify whether you completed enough duties for your NOC.

The NOC is a Government of Canada system for classifying different types of jobs (occupations). Jobs are grouped together based on the training, education, experience, and responsibilities they require. Jobs are given a TEER category of TEER 0-5.

For Express Entry the job TEER categories are:

- TEER 0: management jobs
- TEER 1: professional jobs that usually require a degree from a university
- TEER 2: jobs that usually require a college diploma, apprenticeship training of 2 or more years, or supervisory occupations
- TEER 3: occupations that usually require a college diploma, apprenticeship training of less than 2 years or more than 6 months of on-the-job training.

To identify which TEER best corresponds with your job, you may need to read through a few NOCs to find the one that best matches the work that you do. When you search your job title, the correct NOC may not be the one you might think it is based on just the title. You need to visit the NOC website, search by NOC code, and review the description (lead statement) and main duties that are listed to make sure that that NOC is the one most applicable to your position.

Tip: The Immigration, Refugees and Citizenship Canada website has a tool [here](#) to help confirm the duties (lead statement and main duties) for your occupation in Canada’s National Occupational Classification (NOC) 2021 system.

DATES WORKED

In Express Entry applicants need to show that they have a certain number of years of work experience. It is not possible to confirm if applicants have enough experience if the reference letters don't state the dates when you worked there.

HOURS WORKED PER WEEK

Canadian immigration law provides that work experience will only count if it was full-time (30 hours or more per week) or part-time equivalent.

If the reference letter does not state how many hours you worked per week then it is not possible for visa officers to confirm whether the work was full-time or not. Different countries have different definitions of what full-time work is, so even the letter says full-time, you must include the number of hours per week that you worked.

SALARY

Canadian immigration regulations provide that work experience will only count for Canada's economic immigration programs if it is paid.

If your reference letter doesn't state your wage, then the visa officer does not have evidence that you were paid and has no choice but to not count that work experience!

TWO WAYS TO STRENGTHEN YOUR APPLICATION

SUBMIT ADDITIONAL DOCUMENTS

Visa officers generally don't go beyond what is in your application, and they don't have to. If your reference letter is unclear, missing information, vague or inaccurate, visa officers do not have an obligation to double check it or ask for specifications. Rather, Canadian immigration law is clear that they can simply refuse the application.

You can include additional documentation to support the reference letter and confirm the details, such as pay stubs and letters from colleagues or clients

CHECK YOUR PUBLIC PROFILES (SOCIAL MEDIA & LINKEDIN)

Although it is not the norm, on occasion Canadian visa officers will double check what is in your application against readily available information, such as public social media profiles, including LinkedIn. It is important that what you put in your application match what you put on social media. It is worth doing an internet search of your name and reviewing the various profiles that come up to make sure everything lines up with your application.

REFERENCE LETTER FAQ

What if my employer won't provide a reference letter?

If the Human Resources Department or your employer (or whoever typically provides reference letters) is unable to confirm your duties in a reference letter, then you should ask former colleagues to provide reference letters that confirm the duties you performed. The same template included in this guide can be used for a third-party reference letter.

I had several job titles at the same company, can I use the same reference letter for all of them?

While you can use the same reference letter for multiple titles, it is important that the reference letter clearly state your hours, duty and pay for each position that you had.

What if my job title doesn't accurately describe what I did?

Job titles do not always accurately describe the type of work is done. As such, reference letters are also required to include a description of the specific duties you performed. You might also want to provide an explanatory note explaining that the title does not accurately describe your duties.

My job offer states my duties, salary, etc. Is it fine if I only include my job offer?

This is probably one of the most avoidable reasons why Express Entry applications are refused. The problem with simply providing a copy of your offer of employment is that a job offer is forward looking. It says what you and your employer think that you will be doing. It does not state what you actually did. You must include a reference letter, as it is backwards looking, and states what did happen.

My employer will only provide a generic HR letter that doesn't list duties, is this sufficient?

In some industries the norm is for companies to provide boilerplate reference letters which do not list duties. This is not the Canadian immigration department's problem, as it is legally required to assess the duties that you performed. If your HR department is unable to provide a letter listing duties, then you should include letters from managers or colleagues at your company who can elaborate on your duties.

What if my job title is common and it is obvious what I do? Do I still need to include job duties?

It is mandatory that the reference letters have duties. If the Human Resources Department of your employer (or whoever typically provides reference letters) is unable to confirm your duties, then you should ask former colleagues to provide reference letters confirming your duties.

There was a famous case several years ago regarding a visa application that was refused because the pilot of a well-known airline provided a reference letter which didn't list what his duties were

as a pilot. The Federal Court of Canada upheld the refusal. Regardless of how obvious the duties may seem based on the company and the title; it cannot be stated enough that your reference letter must always state the duties.

My employer didn't write the number of hours that I worked per week, but they wrote that I worked full-time hours, is this clear enough?

What constitutes full-time varies depending on region and employer. Having a reference letter which states that you worked “full-time hours” without specifying the number of hours will result in the refusal of your application.

My reference letter does not include my salary, can I just attach pay stubs instead? Or tax documents that confirm my annual income?

Yes. However, it is important that these documents provide enough information to confirm who your employer was, the period, and that you were paid. You should also provide a cover letter indicating why you have attached tax documents or paystubs in lieu of the employer letter specifying salary.

SAMPLE REFERENCE LETTERS

FROM AN EMPLOYER

ABC Corporation
1234 Business Street, Market City, Singapore
123-123-2385 | abc@corp.com

01 September 2015

Re: Confirmation of Employment for John Smith

We hereby confirm that Mr. John Smith worked as a Marketing Strategist at ABC Corporation (“ABC”) from June 1, 2015, to September 1, 2015.

His duties as a Marketing Strategist were to:

- Perform daily management duties, including developing and deploying fresh marketing creative and communications, reporting on campaign performance, identifying areas of opportunity and liaising with customers; and
- Oversee the development and distribution of marketing tools and sales products.

Mr. Smith worked as a Marketing Strategist on a full-time basis of 40 hours per week. He earned an annual salary of \$40,000, and copies of his paystubs are attached. He worked in our Singapore office at 123 Singapore Street, Singapore. He reported to myself, Wang Kim, the Head of Marketing at ABC.

Thank you for your attention to this matter. If you have any questions, please contact the undersigned.

Yours truly,

ABC CORPORATION

Per:

Wang Kim,
Head of Marketing, 604-123-4567

FROM AN EMPLOYER CONFIRMING MULTIPLE JOB TITLES

ABC Corporation

1234 Business Street, Singapore, Singapore, 018956

Tel: 011 65 1231 2323 | abc@corp.com

01 September 2015

Re: Confirmation of Employment for John Smith

We hereby confirm that Mr. John Smith worked at ABC Corporation (“ABC”) from June 1, 2000, to September 1, 2015 in the marketing department. Mr. Smith is currently employed here and has held three positions in the marketing department.

John Smith worked as a Marketing Strategist from June 1, 2000 to December 4, 2009. He was responsible for establishing a distribution network for our EZ product line in Thailand. This involved responding to customer inquiries, developing marketing tools and sales products, initiating market research studies to identify new market opportunities, developing and implementing marketing plans and communications and developing product development strategies for the EZ product line. Mr. Smith worked as a Marketing Strategist on a full-time basis of 40 hours per week, earning an annual salary of \$40,000-\$55,000. He worked out of our office in Bangkok, Thailand.

John Smith then worked as a Marketing Manager from December 5, 2009 to present. In his current role he performs the daily management duties for marketing our global product lines. This includes overseeing a team of marketing strategists, managing the overall product evaluations and marketing strategies and deciding on which areas of opportunity to pursue. John Smith’s position as Marketing Manager is out of our office at 123 Singapore Street, Singapore. He works as a Marketing Manager on a full-time basis with an average of 50 hours per week, earning \$60,000-\$75,000 annually. He reports to the Head of Marketing, Wang Kim, who can be reached at +011 65 1231 4524, or wang.kim@ABCCorp.com.

If you have any questions, please contact the undersigned.

Yours truly,

ABC CORPORATION

Human Resources Department

FROM A SELF-EMPLOYED APPLICANT

John Smith Marketing Corporation
1234 Main Street, Dover, Delaware, United States, 72835
Tel: 1-302-326-5000 | Email: John.Smith@MarketingCorp.com

01 September 2015

Re: Confirmation of Self-employment for John Smith

I, John Smith, am self-employed own a Marketing consulting firm called John Smith Marketing Corporation. At my firm I have practice as a Marketing consultant from June 1, 2013, to September 1, 2015.

During this period as a Marketing Consultant, I analyzed market data to develop marketing and promotionally strategies and marketing plans on behalf of three businesses that were my clients. My clients were companies that sell bath and beauty products. More specifically, as part of my contracts, I regularly completed the following services:

- Developed marketing plans and strategies for beauty and bath products;
- Conducted market research and analysis, including public opinion polls and surveys, workshops and interviews, and focus groups on new beauty products; and
- Developed and implement marketing campaigns for new product lines.

I earned an annual salary of \$70,000 and have attached copies of my tax documents, articles of incorporation, invoices, and reference letters from previous clients confirming my duties and pay rate.

Yours truly,

John Smith

Marketing Consultant

Tel: 1-302-326-5000

Email: John.Smith@MarketingCorp.ca

FROM A THIRD PARTY – IN SUPPORT OF SELF-EMPLOYED APPLICANT

Bath & Beauty Works

1444 Crescent Street, Dover, Delaware, United States, 72835

Tel: 1-302-326-1234 | Email: Jane.Dwyer@bathandbeauty.com

01 September 2015

Re: Confirmation of Self-employment for John Smith

We confirm that John Smith is a Marketing consultant with the firm John Smith Marketing Corporation. John Smith worked as a marketing consultant for my company, ABC Company, from July 1, 2013, to July 31, 2015.

We contracted John Smith to collect and analyze market data and develop marketing strategies for our new line of beauty products. John Smith conducted market research and analysis, including several workshops, interviewing prospective customers and holding focus groups reviewing our new beauty products. John also developed a marketing plan and strategy for the new line and implemented the marketing campaign.

John Smith charged an hourly rate of \$150 for the duration of the contract and worked an average of 100 hours per month for our company. Attached are copies of invoices for John Smith's services.

Yours truly,

Jane Dwyer

Owner

ABC COMPANY

Tel: 1-302-326-1234

Email: Jane.Dwyer@abccompany.com

REFERENCE LETTER TEMPLATES

FROM YOUR EMPLOYER

*PRINT ON COMPANY LETTERHEAD

[Today's Date]

Re: Confirmation of Employment for [Name Here]

We hereby confirm that [Your Name] worked as a [Your job title] at [Your Company Name] from [Start Date], to [End Date].

[His/Her] duties as [Your Job Title] were to:

- [Write your job duties here. They should be consistent with the main duties for the occupation in Canada's National Occupational Classification (NOC) system.
- For a job to count towards Express Entry, a reference letter must show that the applicant performed the lead statement and a substantial number of the main duties listed in the NOC system.
- Please review this guide's section on the NOC to ensure the correct duties are included.]

[Your Name] worked as a [Job Title] on a [full or part-time] basis of [number of hours] hours per week. [He/she] earned an annual salary of [Your annual salary], and copies of [his/her] paystubs are attached. [He/she] worked in our [Your department or sector] at [Company Address]. [He/she] reported to [Supervisor's Name], our [Supervisor's Title].

Thank you for your attention to this matter. If you have any questions, please contact the undersigned.

Yours truly,

[YOUR COMPANY NAME]

Per:

[Supervisor's Signature]

[Your Supervisor's Name]

[Your Supervisor's Title]

[Your Supervisor's Phone number]

SELF EMPLOYED

*PRINT ON YOUR COMPANY LETTERHEAD

[Today's Date]

Re: Confirmation of Self-Employment for [Name Here]

I, [Your Name] am self-employed as a [Your job title] at [Your Company Name] from [Start Date], to [End Date].

As a [Your Job Title] my duties are as follows:

- [Write your job duties here. They should correspond to the main duties for the occupation in Canada's National Occupational Classification (NOC) system.
- In order for a job to count towards Express Entry, a reference letter must show that the applicant performed the lead statement and a substantial number of the main duties listed in the NOC system.
- Please review this guide's section on the NOC to ensure the correct duties are included.]

I worked as a [Job Title] on a [full or part-time] basis of [number of hours] hours per week and I earned an annual salary of [Your annual salary]. I have attached [include a list of the supporting documentation that you are enclosing. This will include proof of business ownership, proof of self-employment income, and verification of the job title, duties, and dates you were working. You may include copies of tax documents, articles of incorporation, invoices and reference letters from previous clients or colleagues.]

Thank you for your attention to this matter. If you have any questions, do not hesitate to contact me.

Yours truly,

[Your Name]

[Your Title]

[Your Phone number]

[YOUR COMPANY NAME]

Enclosures:

1. [Title of the document that provides proof of business ownership, for example articles of incorporation or tax documents]
2. [Title of the document that provides evidence of your income, for example invoices or tax documents]
3. Reference letter from [name of the colleague, client or other third party that confirms your job duties and payment details]

STEPS FOR SELECTING THE NOC CODE

STEP 1: Search for your job title on the IRCC website tool.

- Visit the IRCC website at <https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/eligibility/find-national-occupation-code.html#find>
- Scroll down to “Find your job title, code and TEER”,
- type your job title” into the field “Filter items” and click “Search”
- Record each of the NOC results listed in your search results.

STEP 2: Search NOC codes to check the **lead statement and main duties** of each of the search results from Step 1.

- Visit the NOC website at <https://noc.esdc.gc.ca/Home/Welcome/4d655901c5a8499d8af705bb2a3aee03?GoCTemplateCulture=en-CA>
- Click on "Search by NOC code”
- Select the version NOC 2021 version 1.0 (this is the default setting and the most recent version at the time of printing this guide)
- Type the NOC code from step 1 in the field “Enter a NOC code” and click on “Search.”
- Repeat for all NOC codes listed in Step 1’s search results.

STEP 3: Review the **description and profile** of each of the NOC code options and compare them with your own job description and duties.

- Read the lead statement for each of the NOC code options.
- Read the profile for each of the NOC code options, paying specific attention to the main duties listed.
- Select the NOC code that most closely aligns with your occupation’s description and job duties.

STEP 4: Make sure your reference letter includes enough detail to show your job matches the lead statement and a substantial number of the main duties from the NOC listing.

- The duties included in your reference letter should not be an exact match to the NOC duties listed on the website.
- They can be inspired by the NOC list but can include additional duties not listed on the website.

STEP-BY-STEP EXAMPLE:

Suppose John's job title is Butcher and he is looking for the correct NOC code and job duties. John is a grocery store butcher who prepares meat, poultry and fish for sale in a retail store. His duties include managing inventory, preparing and packaging meats, preparing special orders for customers, and ensuring all food preparation is done according to local food standards.

STEP 1: Search for your job title on the IRCC website tool.




- John visits the IRCC website tool.
- John scrolls down to "Find your job title, code and TEER" and
- types "Butcher" into the IRCC tool field "Filter items" and clicks search
- John will see two entries with two NOCs that could have that job title. The options are
 - o 63201 Butcher – retail and wholesale (TEER 3) or
 - o 94141 Industrial butchers and meat cutters... (TEER 4)

Find your job title, code and TEER

Use this table to find the NOC 2021 information that best matches your job.

This table is for reference only. If any part conflicts with information on the NOC website, assume that the [NOC website](#) is correct.

1. Enter your job title in the "Filter items" field.
 - As you type words, the table will change to display related entries.
2. Write down the numeric code shown in the centre column.
 - For example: 72536.
3. Write down the title shown in the right column.
 - For example: Gas fitters.
4. Write down the TEER category shown in the left column.
 - For example: 4.
5. Go to the [NOC website](#), choose version **NOC 2021 Version 1.0**, and search for your NOC using the title or numeric code.
 - Make sure the **main duties** listed match what you did at your job.
 - If they don't, you'll need to find a different job title with duties that match yours.

TEER Category 	NOC Code 	Class title 
3	63201	Butchers - retail and wholesale
4	94141	Industrial butchers and meat cutters, poultry preparers and related workers

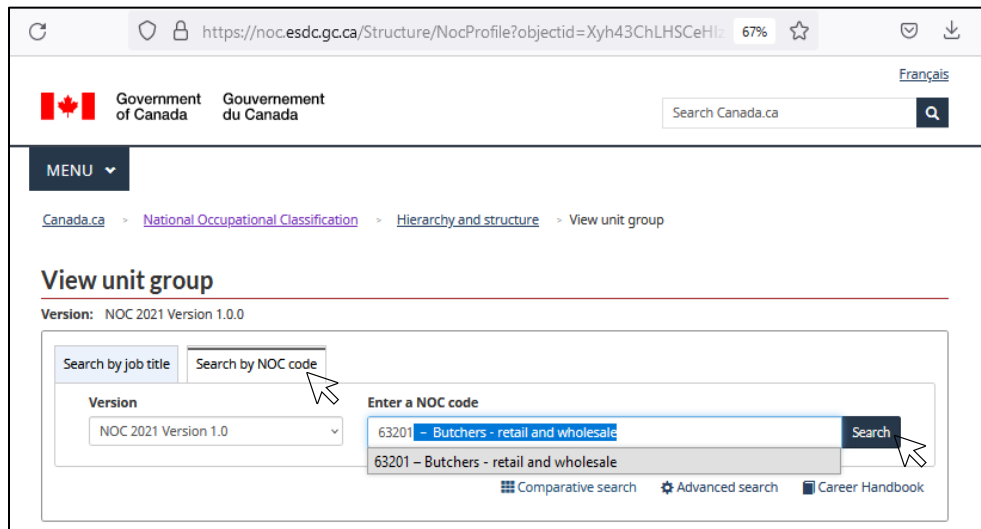
If you couldn't find your NOC in the above table

Go to the [search page](#) of the NOC website, and do the following:

1. Choose version **NOC 2021 Version 1.0** and **search** your job title or the NOC code.
2. Find the closest match in the list.
3. Make sure the **main duties listed** match what you did at your job.
 - if they don't, you will need to find a different job title with duties that match yours.
4. Write down the numeric code and job title.
 - For example: 72536 Gas fitters
5. Enter the number in the "Filter items" field of the above table and note the TEER in the first column.

STEP 2: Search NOC codes to check the lead statement and main duties of each of the search results from Step 1.

- John visits the NOC website to check the main duties of each of the NOC code options from step 2.
- Clicks on "Search by NOC code"
- Selects version NOC 2021 Version 1.0 (the default)
- John enters the NOC code "63201" and clicks on "Search"
- John later enters the NOC code "94141" and clicks on "Search" (or opens in another tab)



STEP 3: Review the description and profile of each of the NOC code options and compare them with your own job description and duties.

- In this case, John determined that NOC 63201 best fits his job because he is a butcher at a retail grocery store, who prepares meats, poultry and fish.

<p>94141 – Industrial butchers and meat cutters, poultry preparers and related workers</p> <p>Industrial butchers and meat cutters, poultry preparers and related workers prepare meat and poultry for further processing or for packaging for wholesale distribution. They are employed in meat and poultry slaughtering, processing and packing establishments.</p> <p>Profile</p> <p>Example titles</p> <ul style="list-style-type: none"> • Beef boner • Ham cutter • Industrial butcher • Industrial meat cutter • Meat trimmer • Poultry preparer • Slaughterer <p>Main duties</p> <p>This group performs some or all of the following duties:</p> <p>Industrial butchers</p> <ul style="list-style-type: none"> ◦ Slaughter livestock using stunning devices and knives ◦ Skin, clean and trim carcasses ◦ Remove viscera and other inedible parts from carcasses ◦ Split carcasses into smaller portions to facilitate handling ◦ May slaughter cattle, calves and sheep as prescribed by religious laws. <p>Industrial meat cutters</p> <ul style="list-style-type: none"> ◦ Cut beef, lamb, pork or veal carcasses or sides or quarters of carcasses into primal cuts for further cutting, processing or packaging ◦ Remove bones from meat ◦ Cut meat and poultry into specific cuts for institutional, commercial or other wholesale use ◦ Remove skin, excess fat, bruises or other blemishes from carcasses or meat portions. <p>Poultry preparers</p> <ul style="list-style-type: none"> ◦ Slaughter poultry and remove inedible parts ◦ Remove feathers and singe and wash poultry to prepare for further processing or packaging. <p>Employment requirements</p> <ul style="list-style-type: none"> • Completion of secondary school may be required. • For industrial meat cutters, completion of a program in industrial meat cutting or experience as an industrial butcher is required. • On-the-job training is provided for industrial butchers, meat cutters and poultry preparers. <p>Additional information</p> <ul style="list-style-type: none"> • Industrial meat cutters may progress to inspecting, testing and grading jobs. • Progression to supervisory positions is possible with experience. <p>Exclusions</p> <ul style="list-style-type: none"> • Butchers - retail and wholesale (63201) • Meat inspector (in 22111 Agricultural and fish products inspectors) • Meat grader (in 94143 Testers and graders, food and beverage processing) • Meat packing supervisor (in 92012 Supervisors, food and beverage processing) • Labourers in food and beverage processing (95106) 	<p>Breakdown summary</p> <p>Broad occupational category 9 – Occupations in manufacturing and utilities</p> <p>TEER 4 – Occupations usually require a secondary school diploma; or several</p>
<p>63201 – Butchers - retail and wholesale</p> <p>Butchers prepare standard and specialty cuts of meat, poultry, fish and shellfish for sale in retail or wholesale food establishments. They are employed in supermarkets, grocery stores, butcher shops and fish stores or may be self-employed. Butchers who are supervisors or heads of departments are included in this unit group. Apprentices are also included in this unit group</p> <p>Profile</p> <p>Example titles</p> <ul style="list-style-type: none"> • Apprentice butcher - retail or wholesale • Butcher - butcher shop • Head butcher - wholesale • Retail butcher <p>Main duties</p> <p>This group performs some or all of the following duties:</p> <ul style="list-style-type: none"> • Cut, trim, bone and otherwise prepare custom and/or standard cuts of meat, poultry, fish and shellfish for sale at self-serve counters or according to customers' orders • Prepare meat for special displays and/or delivery • Shape, lace and tie roasts and other meats, poultry or fish and may wrap or package fresh or frozen or prepared meats • Manage inventory, keep records of sales and determine amount, product line and freshness of products according to company and customer requirements • Adhere to Hazard Analysis and Critical Control Points (HACCP), Canadian Food Inspection Agency (CFIA) and food safety standards • Ensure food storage conditions are adequate • May supervise, direct work or train other butchers, meat cutters or fishmongers. <p>Employment requirements</p> <ul style="list-style-type: none"> • Completion of secondary school may be required. • Completion of a college or other butchery training program may be required. • Several years of on-the-job training in food stores is usually required for retail butchers. <p>Additional information</p> <ul style="list-style-type: none"> • Progression from Industrial Butcher positions and Industrial Meat Cutter positions to these higher skilled jobs is possible with experience and specialized on the job training in supermarkets, grocery stores, fish stores, butcher shops. <p>Exclusions</p> <ul style="list-style-type: none"> • Fish cutter - fish processing (in 94142 Fish and seafood plant workers) • Industrial butchers and meat cutters, poultry preparers and related workers (94141) • Meat department manager - retail (in 60020 Retail and wholesale trade managers) • Seafood sales clerk (in 64100 Retail salespersons and visual merchandisers) • Meat cutter - retail or wholesale (in 65202 Meat cutters and fishmongers – retail and wholesale) <p>Breakdown summary</p> <p>Broad occupational category 6 – Sales and service occupations</p> <p>TEER 3 – Occupations usually require a college diploma or apprenticeship training of less than two years; or more than six months of on-the-job training</p> <p>Major group 63 – Occupations in sales and services</p> <p>Sub-major group 632 – Occupations in services</p> <p>Minor group 6320 – Cooks, butchers and bakers</p> <p>Version NOC 2021 Version 1.0</p>	

STEP 4: Make sure your reference letter includes enough detail to show your job matches the lead statement and a substantial number of the main duties from the NOC listing. The duties included in your reference letter should not be an exact match to the NOC duties listed on the website. They can be inspired by the NOC list but can include additional duties not listed on the website.

- For John to claim that his experience as a butcher falls under NOC 63201, he needs to show that his duties match those in the list above. His employer shouldn't copy

and paste from the NOC website, but it should be clear that the duties fall under that NOC. For example, his reference letter may include the following:

July 14, 2015

To whom it may concern,

I can confirm that John Smith worked as a butcher for ABC Grocery from June 12, 2010 to July 14, 2015. Mr. Smith worked 37.5 hours per week for an annual salary of \$47,000. As a butcher, Mr. Smith prepared standard and specialty cuts of meat, poultry and fish for sale at our grocery store. His specific duties are as follows:

- Preparing standard orders and displaying for sale at the self-serve display fridges,
- Preparing custom orders for customers at the service counter
- Preparing ground meats and poultry, slicing meats, shaping and preparing roasts and stuffed meats,
- Making sausages; and
- Preparing and storing all food in line with our regional food standards.

Mr. Smith reported to myself, Bob Wong, the manager of ABC Grocery.

Sincerely,

Bob Wong

Bob Wong
Manager
ABC Grocery
Tel: 12-30340334
Email: bob.wong@ABCgrocery.com