Complete the top portion of this form, give it to your recommender, and have him or her return it, with the letter of reference, to the Office of Career Services. (Make as many copies of this form as you need.) Letters of recommendation can be used for graduate/professional schools, internships, scholarships, and fellowships. These letters are not intended for employment purposes.

Please check:
☐ I understand that this CONFIDENTIAL statement is being submitted with the understanding that its contents will not be shared with me. I hereby waive my right of access.

Name of Candidate: ____________________________ Class: ______ Degree: ______

(please print)

Signature of Candidate: ______________________ Date: __________

Name of Recommender: ________________________

(please print)

STATEMENT OF RECOMMENDATION

TO THE WRITER: Please write this recommendation so that it may be used in the candidate’s credentials to evaluate his or her strengths and weaknesses. Graduate/professional school admissions and scholarship/fellowship/internship committees will be guided by your evaluation of the candidate’s experience, academic performance, professional judgment, maturity, and personal qualifications. Indicate the circumstances under which you know the candidate and the length of time you have observed his or her performance. It would be helpful if you would state the basis for your judgments. You may continue the letter on a separate sheet of paper if necessary. Return this form with your signed recommendation to Career Services. If you prefer to use your office or department stationery, please attach your letter to this form.

Type or Print Name ____________________________ (Signed) ____________________________
Position of Writer ____________________________ Organization ____________________________
City, State & Zip Code ____________________________ Date ____________________________

This statement has been photocopied from the original submitted by the author.