



To the Candidate:

Please TYPE or print (in black ink) the information requested at the top of the reverse side of this form.

You must indicate whether or not you have waived your right of access to this letter. If you waive access, the letter is considered confidential and you cannot read its contents. Be sure to provide your signature in the appropriate space.

Instruct your author to forward this letter directly to the Career Services Office. We will not accept letters submitted directly by a candidate.

Letters submitted for inclusion in your placement file become property of the Career Services Office.

To the Author:

Thank you for agreeing to write a letter of recommendation for this candidate. It is an important document that may assist this person with securing employment or gaining admission to graduate school. IF YOU FEEL THAT YOU CAN NOT WRITE ON BEHALF OF THIS PERSON, WE ENCOURAGE YOU TO DISCUSS THIS MATTER WITH THE CANDIDATE.

Try to support your comments with specific examples; you may wish to address:

- how long and in what capacity you have known this person
- academic and/or work performance, past and present
- interpersonal and communication skills

Please TYPE or *print* (in black ink) your comments. If your letter runs beyond one page, use an additional sheet of paper.

Important! If the candidate has not waived his/her right of access to this letter, it will be treated as non-confidential ("open") and may be reviewed by the candidate. If access has been waived, the letter is "confidential."

You may wish to use letterhead stationery in place of this form. If so, please indicate, preferably in the upper right corner, whether the letter was solicited as "CONFIDENTIAL" or "OPEN". Letters not so indicated will be considered "open" and will be shown to the candidate on request.

Comments concerning race, sex, religion, national origin, age, disability, marital status or status as a Viet Nam era veteran should not be made as they may serve as a basis for charges of discrimination.

Please send this letter directly to the Career Services Office, SUNY Geneseo, Blake A 104, 1 College Circle, Geneseo, NY 14454.

*This side will not be duplicated.*