

MANHATTAN COLLEGE
4513 Manhattan College Pkwy, Riverdale, NY 10471

CAREER SERVICES OFFICE
Telephone: (718) 862-7224 Fax: (718) 862-7483

NON-CONFIDENTIAL LETTER OF REFERENCE

For the letter writer:

This Candidate may elect to exercise his/her right to access under the Family Education Rights and Privacy Act of 1974. The letter writer understands and agrees that the information furnished on this Career Services form **WILL BE SHOWN** to the candidate upon written request.

CANDIDATE'S NAME (Type or print)

CANDIDATE'S SIGNATURE

SOCIAL SECURITY # _____

In the space below **PLEASE TYPE** your comments. This page will be machine reproduced.

Name _____

Official Position _____

Signature _____

Institution _____

Date _____

Address _____

TO THE REGISTRANT

COMPLETE (BY TYPING) THIS IDENTIFICATION SECTION PRIOR TO GIVING THIS FORM

Statement Concerning _____ class of _____
Type name

Prepared for and /or interested in the following types of positions in order of preference

1. _____

2. _____

If planning to attend GRADUATE SCHOOL indicate proposed FIELD FOR STUDY

TO THE REFERENCE

The person named above respectfully requests your help by completing the reverse side of this form to be used by the Career Services and Office. A candidate's professional future is largely dependent upon what you say and how you say it. If you do not feel qualified to write on behalf of the candidate, please indicate that and return this form to the candidate.

Please develop on the reverse side a factual picture of this person which will be genuinely helpful as a guide for prospective employers and / or graduate schools. Appreciated and found useful are candid statements, which explore weaknesses as well as strengths. The following four categories of appraisal are usually of interest:

- 1. Emotional stability and personal perspective.*
- 2. Intellectual performance and/or interests.*
- 3. Aspirations held by the candidate relative to intended career.*
- 4. Performance in past or present work experience.*

Discriminating comments with reference to race, color, religion, national origin, sex, age, and ancestry are prohibited by Federal and State Laws.

PLEASE TYPE ALL INFORMATION. *This statement will be a permanent record from which exact copies will be made and forwarded to potential employers and graduate schools.*

Thank you, for your evaluation on behalf of this candidate.

(over)