

MANHATTAN COLLEGE
4513 Manhattan College Pkwy
Riverdale, NY 10471

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

CONFIDENTIAL LETTER OF REFERENCE

The candidate, signifying by the signature below, has chosen to waive the right of access under the Family Education Rights and Privacy Act of 1974 and agrees that the information furnished on this Career Services form will be given only to prospective employers or graduate school admissions officers and that it will otherwise be held in confidence and not disclosed to him/her or to the public by such employers, admissions officers, or the Career Services Office.

CANDIDATE'S NAME (TYPE/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 (Type name) _____ Class of _____

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 OF 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 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 the 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)