

MANHATTAN COLLEGE
4513 Manhattan College Pkwy, Riverdale, NY 10471

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

EMPLOYER REFERENCE

To: _____
Employer's Name

From: The Career Services Office

Subject: Employer reference for _____
Name of student/graduate

Because job hunting almost always requires the submission of references, we encourage Manhattan College students to collect references from past employers and internship/cooperative education supervisors. These are stored in their Career Services Credentials Files and are mailed to potential employers and graduate schools at their request.

The Manhattan College student/ alumnus/ae listed above is interested in having a reference from you in his or her Credentials File. If you are willing to write one in his or her behalf, please read our guidelines in the next paragraph and complete the attached **Reference Form**. Please send the reference to our office.

When preparing this reference be as specific as possible in explaining what responsibilities the individual assumed, what projects he or she accomplished (if any) or in what other activities he or she was involved. Note the particular skills demonstrated or developed and how this person fit into the organization of your department. If you know what career area is of interest to this student/ alumnus/ae, outline relevant capabilities or make a prediction regarding success.

Do not attempt to write a reference if you do not feel that the individual is competent.

If you have any questions regarding this, please do not hesitate to contact our office.

Thank you for your concern and assistance.

***** PLEASE HAVE REFERENCES TYPED *****