

## **TO THE CANDIDATE:**

Asking someone to act as a reference for you in your professional employment search or in your application for advanced study is a very serious request. You are asking that a professor or former employer put his or her reputation behind you as a candidate. Please consider carefully how important a request this is before asking anyone, and do not be upset if someone declines.

Instead, turn your attention to others who know you and your potential.

When you are making the request, discuss your goals and plans with the person who will be writing the statement of recommendation. You can clarify what you have accomplished and your career goals. Once you have presented your goals and the achievements (perhaps even in resume form), leave the rest up to the writer of the recommendation. Complete the Student Fact Sheet to assist your reference. Be sure to ask your references if they feel comfortable about giving you a positive recommendation and if their schedule will permit them to do so within a reasonable time period. If you have application deadlines, be sure your recommender is aware of these, perhaps by attaching a note or letter to that effect. It is your responsibility to complete the **top section of your recommendation form, making certain you have checked Confidential or Non-Confidential and SIGNING IT. If neither choice is checked and if it is not signed, the letter will be considered non-confidential.**

As a courtesy, provide your reference with an envelope, using the address at the bottom of the reverse side of this sheet. If the recommender is off-campus, make sure that you provide a stamp as well. With your help, the recommender can easily return the statement of recommendation directly to our office. You need to check on the arrival of your recommendation forms by calling or stopping by our office. In some instances, it may be necessary to politely remind your reference about your request. Unless you have waived access to your credential file, you may review the completed statement in our office in the presence of a staff member.

## **TO THE RECOMMENDER:**

Compliance with the 1974 Family Educational Rights and Privacy Act allows an individual the option of including in a credential file confidential or non-confidential letters of recommendation. Non-confidential letters may be shown to the individual at his/her request. Confidential letters will not be shown to the individuals once they are received in the office. It is the individual's responsibility to inform you of his/her choice by checking one of the two options on the front side of this form and signing his/her name in the designated space. **It neither choice is checked and the letter is not signed by the candidate, it will be considered non-confidential.**

There is a line for your signature. With your signature you are certifying your authorship of this letter and acknowledging your awareness of its confidential or non-confidential status. **We must have your signature to include this letter in the candidate's file.** There have been cases where certain states do not uphold confidentiality or when individuals gain access to their file through other means. Please be advised that confidentiality cannot be guaranteed.

The recommendation you write will become part of the individual's permanent credential file in the Office of Career Services and will be used to support applications for employment or graduate school. **THE UNIVERSITY OF MARY WASHINGTON TAKES TITLE TO ALL LETTERS SUBMITTED, TREATING THE SUBMISSION OF A LETTER AS THE WAIVER OF PROPRIETARY RIGHTS TO THE LETTER.**

By accepting this form you are agreeing to write a relatively positive recommendation in a timely fashion. If you do not feel that your comments will assist an applicant for employment or graduate study, or if your schedule will prevent you from writing within a timely fashion, please advise the candidate that he/she would do well to seek a recommendation from someone else.

Letters of recommendation do three things: 1) provide facts about the applicant; 2) render a judgment as to the applicant's ability, and; 3) make the applicant come alive, stand out against other applicants so that he/she will be remembered in the decision process. Your recommendation should include a statement setting forth the nature of your relationship with the candidate, as well as acknowledging specific academic achievements or significant work experiences. Whenever possible, use concrete examples to demonstrate your points. In general, it is important that the letter of recommendation convey information rather than judgment alone and contain certain facts to support adjectives. It is helpful to identify those individual characteristics that particularly suit a student to his/her field of interest.

# RECOMMENDATION

NAME OF REGISTRANT \_\_\_\_\_

DATE OF GRADUATION \_\_\_\_\_ MAJOR/S \_\_\_\_\_

NAME UNDER WHICH REGISTRANT GRADUATED \_\_\_\_\_

SOCIAL SECURITY NUMBER (last four numbers only) \_\_\_\_\_

**REFERENCE:** Please read the instructions on the reverse side of this form before **TYPING or PRINTING** this recommendation. (**Recommendation form can now be manually fed through computer printers or you may attach a typed letter.**)

**REGISTRANT:** Under provisions of the 1974 Family Ed. Rights & Privacy Act (**check one**):  
\_\_\_\_ **Non-Confidential:** I retain my right of access to this letter  
\_\_\_\_ **Confidential:** I waive my right of access to this letter  
The individual writing this recommendation has my permission to release information from my educational record.

**Registrant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Feel free to continue recommendation on additional sheets. You may use letterhead, but please attach this form to it.

**Signature of Reference** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please Type or Print:**

Name of Reference \_\_\_\_\_

Title \_\_\_\_\_ Business Phone \_\_\_\_\_

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

**Please Return This Form To:**

University of Mary Washington, Office of Career Services, 1301 College Avenue, Fredericksburg, VA 22401-5300 (540) 654-1022