



Kansas Wesleyan University

C A R E E R S E R V I C E S

100 E. Claflin Ave., Salina Kansas ♦ 785-827-5541 ext 1162 ♦ carla@kwu.edu

Request for Letter of Recommendation

To be completed by Candidate and given to individual writing recommendation

(Name) _____ requests that you complete a recommendation on his/her behalf. Prospective employers or representatives of graduate institutions may review this recommendation.

Candidate's Authorization: In compliance with Public Law 93-380, Section 438, "Buckley Amendment":

- I waive my right of access to this recommendation.
- I do not waive my right of access to this recommendation.

Candidate's Signature _____ Date _____

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The following items should be included in a written reference:

- To assist the professional look of the students credential file it is requested that recommendations are written on the professional letterhead of your organization.
- Date letter was written.
- The capacity in which you know or have supervised the person, including his or her job title if applicable, and how long you have know him/her.
- The unique qualities of the person as they apply to the position or graduate program, including academic ability, research ability, attitude toward study, potential as an original contributor to the field, dedication to the profession, creativity, ability to apply theory to practice, enthusiasm, etc.
- Concrete examples that demonstrate specific skills and achievements.
- Personal qualities of the candidate that indicate suitability for the opportunity, such as responsibility, ability to contribute to class discussions and development of other students, etc.
- Close with a clear sentence stating that you recommend the person for the opportunity and indicating your willingness to be contacted for further discussion.
- Ways you desire to have potential employers contact you: Name, phone number, and/or email address.

Other considerations:

- KWU Career Services will not divulge the contents of any letter to which the student has waived his/her right of access.
- If you don't feel you can write a positive letter, let the student know that. From his/her standpoint, it's better to have no letter than an even slightly negative one.
- Talk with the student about the qualities you feel that you can positively comment on, and let him/her know what you don't feel you can write positive about.
- Contact KWU Career Services if you would like an example of a letter of recommendation.

Completed recommendations should be returned to Career Services in the self-address, stamped envelope provided by candidate with this request.