

UNIVERSITY OF WISCONSIN-LA CROSSE

Career Services Office

La Crosse, WI 54601

608/785-8514

Recommendation Form

Name of Candidate _____
(Last) (First) (Middle) Degree(s) Grad. Date(s)

Major(s) _____ Minor(s) _____

PLEASE TYPE. DO NOT write on the back of this document or use additional sheets. Thank you.

I affirm that the information I have provided is accurate to the best of my knowledge.

Name of Reference _____ Signature _____

Position _____ Organization _____

Address _____

City _____ State _____ ZIP _____

Date _____ Phone (Work) _____ (Home) _____

TO THE CANDIDATE:

1. Please be certain your references are able to make knowledgeable comments regarding your abilities and interests.
2. Type your name, major, degree, and graduation date in the space provided on the front of this form. Provide your reference with a stamped envelope addressed to Career Services.
3. You have a choice of either retaining or waiving your rights of access to your credential file which will contain this letter. Your choice should be indicated on your Career Services registration form.
4. If you retain your rights of access, we encourage you to ask your reference for a copy of the letter of recommendation she or he writes for you.
5. This form, when returned, becomes the property of the Career Services Office.

TO THE REFERENCE:

1. Please complete this form only if you have been requested by the candidate to do so.
2. Please type and proof this letter of recommendation.
3. Under the Family Rights and Privacy Act (Buckley Amendment) the candidate has a choice of either retaining or waiving his or her rights of access to the credential file which will contain this form.
4. Please note that a pink reference form indicates the candidate has the right to review this recommendation. A yellow reference form indicates the candidate has waived the right to access this recommendation.
5. Please return this form to the Career Services Office, Wilder Hall, University of Wisconsin-La Crosse, La Crosse, Wisconsin 54601.
6. This form, when returned, becomes the property of the Career Services Office.