

Employment Recommendation Request

_____ Date _____
Recommender

Title _____ Organization _____

I am creating a credential file containing recommendations to be used in applying for employment and would appreciate your writing a recommendation for me. If you wish, I will be happy to schedule an appointment with you to discuss my career plans and to provide any additional information you may need. I can be reached by telephone at _____.

If you agree to serve as one of my recommenders, you may prepare a letter of recommendation on your office letterhead and send it and this Recommendation Request to:

**Career Services
University of Scranton
Scranton, PA 18510-4580**

If you prefer to use a standardized checklist recommendation form, one is available from the Career Services Office by calling (570) 941-7640.

Your recommendation will be placed in my credential file to be reproduced and sent to employers I specify. Please be aware that I _____ view the contents of my credential file.
may/may not

Thank you for your assistance.

Sincerely,

(Signature)

Print Name: _____

Graduation Date: _____