



Office of Career Services  
Scranton, Pa 18510-4580  
(570) 941-7640

## Graduate/Professional School

### Recommendation Request

Date \_\_\_\_\_

\_\_\_\_\_  
*Recommender*

Title \_\_\_\_\_

Organization \_\_\_\_\_

I am creating a credential file containing recommendations to be used in applying to graduate or professional schools and would appreciate your writing a letter in support of my application. 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, please prepare your letter of recommendation on office letterhead and return it and this Recommendation Request to:

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

*Your letter will be placed in my credential file to be reproduced and sent to schools 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: \_\_\_\_\_