



The Gerard R. Roche Center for Career Development

Employment

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 Center
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: _____