Please type or print using black ink.

To: __________________________________________

Name of Reference Writer

Candidate’s Name ____________________________ Class ______ Major ____________________________

Has registered with the Bates Career Development Center and is requesting a reference from you. Will you please express below your frank opinion of the candidate’s qualifications for the position(s) or graduate school(s) discussed with you.

Candidate’s Waiver Statement
I am aware of my rights to inspect and review materials in my file at the Bates Career Development Center as enumerated under the “Family Educational Rights and Privacy Act of 1974” and do hereby waive_______ do not waive_______ my right to review this letter of reference. I also allow_____ do not allow_______ my reference writer to disclose in this letter any and all information contained in my education record at Bates College, including but not limited to my grades, my thesis, any of my written academic work or research, and any evaluations of my work or research.

Signature of Candidate ____________________________ Date ____________________________

Reference Statement

Use reverse side of sheet if necessary

I, the reference writer, understand that this letter will be available for the inspection and review of the candidate upon his or her request if the candidate has not chosen to waive the right to review this letter. (See waiver statement above.)

Signature ____________________________ Title ____________________________

Firm/Organization ____________________________________________________________

Address ____________________________ Date ____________________________

Please return promptly to the Bates Career Development Center. This recommendation will be photocopied as part of the candidate’s reference packet. If desired, you may write the recommendation on your own letterhead, but the bottom of this form needs to be signed and returned to the Bates Career Development Center with the recommendation.

Bates Career Development Center, Bates College, 53 Campus Avenue, Lewiston, Maine, 04240