



REFERENCE LETTER

I request that you complete this reference letter for me.

Signature of Student

Date

Graduation Year

Please Print Name

Note to Reference Person: This is one of three letters that the Career Center asks each student registered with us to file. Areas you might wish to cover include the student's special abilities and interests, work experience, personal qualities, leadership potential, initiative, dependability, oral and written expression, scholarship and any other factors about which you have information. Due to the Family Education Rights and Privacy Act of 1974, this letter of reference may be reviewed by the individual for whom it was written unless he/she signs the waiver below.

Signature of Reference Person _____ Date _____

Name - Print or Type _____

Title _____

Address _____

Phone Number _____

Waiver of Right to Inspect Reference Letters

My signature below signifies that I have knowingly and voluntarily waived my right to inspect any letters of reference that are held by the Wittenberg University Career Center. I have been advised that waiving my right to inspect means that I will be unable to review any of this information prior to disclosure to employing organizations, third party services or graduate schools. I understand that waiver for the right to inspect also means that the Career Center staff will not describe or summarize the contents of the letters of reference or advise me of the evaluation given by the reference writer.

Signature of Student (Only if waiving rights)

Date

PLEASE RETURN THIS FORM WITH THE REFERENCE LETTER. SEND TO:

The Career Center
Wittenberg University
P.O. Box 720
Springfield, OH 45501