

Letter of Recommendation Form

Student Section: To be completed by student requesting recommendation

I, _____, a Benedictine University student, is requesting a recommendation.

PLEASE CHECK below the extent of your relationship with the person completing the recommendation

Major Professor Academic Advisor Site Supervisor Co-op Teacher Other (Specify) _____

PLEASE INDICATE YOUR CHOICE BELOW.

In accordance with the 1974 Family Educational Rights & Privacy Act,

I **Waive** or **Retain** my right to see this letter. (Please check one)

Signature: _____ Date: _____

Section to be completed by Individual Writing the Recommendation

PLEASE TYPE a letter of recommendation on letterhead for the candidate & attach to this form or you may also type in the area below.

Please sign and return to the office of Career Development

Signature _____

Date: _____

Name: _____

Position _____

Department _____

Employer _____

Address _____

Phone Number _____