



Northwestern University Career Services  
File Services  
620 Lincoln Street  
Evanston, Illinois 60208

# RECOMMENDATION FORM

Phone: 847.467.7534 Fax: 847.491.2573 E-mail: fileservices@northwestern.edu

## To the Candidate:

I have agreed that this letter of recommendation will be maintained in a (check one):

Confidential File that is not accessible to me

Non-confidential file that is accessible to me.

Signature of candidate \_\_\_\_\_ Date: \_\_\_\_\_

## To the Recommender:

Please write a letter of recommendation for the candidate listed above and return the form to the address listed above. What you write will be photocopied and sent to prospective employers or related programs who request such information. Please complete recommendation on word processor or typewriter. You may use the space below, or attach a separate sheet to this form.

Signature: \_\_\_\_\_ Organization: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_