

# The University of Kansas University Career Center

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785-864-4572 Fax  
www.ucc.ku.edu

Candidate Name \_\_\_\_\_ KU I.D. \_\_\_\_\_  
Please print or type

**Note:** Unless specifically waived by candidate, this letter is *open* to access by the candidate under Public Law 93-380. If form is not signed by candidate, letter will be open to access.

### ***Candidate Release – Sign one***

1. I wish to have access to this letter and understand that under Public Law 93-380 I shall have the right to read this document.

Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

2. I wish this letter to be confidential, and I hereby waive any and all rights of access granted me by Public Law 93-380 to this document.

Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

## **TO THE WRITER**

Please write this recommendation so that it may be used in this candidate's credentials to evaluate his or her strengths and weaknesses. Indicate the circumstances under which you know this person and the length of time you have observed his or her performance. Your appraisal might include: Interpersonal skills, leadership skills, communication skills, willingness to accept responsibility, skill in doing work, research potential, personal qualities, and other factors pertinent to performing the type of job the candidate is seeking.

- **Please type letter on your organization letterhead.**
- **Include your position title.**
- **Letterhead should include organization/business name, phone number, and address.**
- **Sign your letter.**
- **Attach this form.**
- **Confidential letters must be sealed in an envelope with writer's signature across the seal.**
- **Return letter and form to University Career Center at above address.**