



## LETTER OF RECOMMENDATION

Trinity College  
Career Services Office  
300 Summit Street  
Hartford, CT 06106

To be completed by student (please type):

NAME

DEGREE

CLASS YEAR

Sign one of the boxes below:

I wish this recommendation to be **CONFIDENTIAL** and  
hereby waive my right of access to it.

SIGNATURE

DATE

I wish this recommendation to be **NON-CONFIDENTIAL**  
and hereby retain my right of access to it.

SIGNATURE

DATE

**TO THE WRITER:** Please type your recommendation in the space below. See the other side of this form for instructions.

SIGNATURE

DATE

NAME (TYPED)

TITLE

ADDRESS

INSTITUTION

## INSTRUCTIONS FOR THE WRITER

The release of Letters of Recommendation is governed by The Family Education Rights and Privacy Act of 1974, commonly known as the Buckley Amendment. The law provides for students to elect to waive their right of inspection to a Letter of Recommendation, making it confidential. *Under Buckley, if there is no written waiver of rights of inspection attached to a Letter of Recommendation, the student may have access to it, regardless of verbal agreements between the writer and the student.*

Accordingly, it is very important that students declare their preference by signing the statement of confidentiality on the top of the recommendation before the letter is written.

If you prefer to use departmental or other letterhead in place of this form (for ease in word processing and printing), you may do so, but the student's statement on confidentiality must be stapled to your letter. If no waiver is attached, under Buckley, we must provide students access to the letter if they request.

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Once returned to the Career Services Office, your letter of recommendation will become a part of the student's file. The letter is copied directly from the original and, therefore, should be appropriate for forwarding to support graduate school or employment applications.

Please include these points when writing a letter of reference:

1. The length of time you have known the student and in what context. Naming courses or other associations is helpful to the reader.
2. Academic abilities. Consider writing and research, analytical skills, ability to work independently and/or cooperatively, initiative, commitment to academic field or to career goal, personality and level of maturity to the extent you have observed them.
3. The student's work and extracurricular activities. Holding a meeting with the student or requesting the resume may help.

If you have reservations and cannot write a helpful Letter of Recommendation, discuss this with the student. He/she will not benefit from a negative or neutral letter of reference.

If you have any questions about Letters of Recommendation, please contact our office.

Lanna C. Hagge  
Director of Career Services  
(860) 297-2080