



Smith College Career Development Office
84 Elm Street – Drew Hall
Northampton, Massachusetts 01063
T (413) 585-2570 F (413) 585-2596
cdo@smith.edu www.smith.edu/cdo

LETTER OF REFERENCE

Reference for:

Last Name	First Name	M.I.	Class Year
-----------	------------	------	------------

Current federal law provides you with the opportunity to read your reference. If you choose to waive this statutory right, please sign the waiver line below.

I WAIVE MY RIGHT TO READ THIS DOCUMENT _____

RECOMMENDERS:

Please attach your typed letter to this form.
Your letter must contain a signature (and your name, title and credentials), and should be on letterhead if possible.

Questions? Please call 413-585-2582

PLEASE TYPE or PRINT

Date: _____

Name _____

Title _____ Organization/Institution _____

Address _____

RETURN TO: Smith College Career Development Office, 84 Elm Street, Drew Hall, Northampton, MA 01063