ROBERTS
WESLEYAN COLLEGE

Career Development Office ▪ 2301 Westside Drive
Rochester NY 14624 ▪ (585) 594-6539

Dear Reference Provider:

Thank you for agreeing to write a recommendation for one of Roberts Wesleyan College's finest. Please keep in mind the following:

- If possible, type your recommendation. This will increase the professionalism of the candidate's credential file.
- Candidates depend on the timeliness of your recommendation. A two-week turnaround is most appreciated.
- Remember this reference becomes part of a candidate's permanent file and may directly affect whether the candidate is hired. Therefore, if you do not feel that you can recommend this candidate, please inform her/him.

If you have any questions, please call the Career Development Office at (585) 594-6539.

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