Waiver Statement

Before writing any letter of recommendation, each student or alumnus is responsible for providing you with a signed waiver statement that specifies whether they are requesting the content of the letter to be confidential or non-confidential. The Letter Service will not allow the individual access to a confidential letter but will allow the individual access to non-confidential letters. The individual should verify that his or her choice is acceptable to you before you write the letter. Please include this waiver statement when forwarding your letter of recommendation.

Effective August 1, 2001, letters sent by the Career Center Letter Service are identified as confidential or non-confidential.

Letter of Recommendation Forms

Letters may be submitted on your professional letterhead. If you prefer to use the Career Center Letter Forms, you may download PDF forms below. Letters should not be printed on plain paper or duplex (on both sides of paper). Please do not submit a letter on more than one form unless they are different letters. For example do not write a letter on the Letter Form and another identical letter on the Ranking Grid Form. The version of the PDF Letter Forms below have fillable form fields, which will allow you to type or paste text directly into them before printing and signing. If you wish to use your own professional letterhead but also want to complete the grid form page, make sure to also provide the contact information in the space provided on the grid form and include it as an additional page to your letter.

Letter Formatting

If you choose to use one of our letter forms with fillable form fields, text can be created in a word processing application (e.g. MS Word) and then copied onto this form. These online forms are simply a formatting tool that allows a hard copy to be printed.  These forms will not allow text to be saved.

* [Letter Form (PDF)](https://career.berkeley.edu/sites/default/files/pdf/Letter/intgenform.pdf) To use this form, set your word processing program for 1" left and right margins, 1.75" top margin and 2" bottom margin. Form can accommodate approximately 44 lines of text. Copy and paste the 1st page of text onto this form. Additional letter text may be continued on plain sheets if necessary.
* [Letter Form with Ranking Grid (PDF)](https://career.berkeley.edu/sites/default/files/pdf/Letter/intgridform.pdf) To use this form, set your word processing program for 1" left and right margins, 1.75" top margin and 3.25" bottom margin. Form can accommodate approximately 36 lines of text. Copy and paste the 1st page of text onto this form. Additional letter text may be continued on plain sheets if necessary.

Letter Requirements

* In accordance with federal laws and university policy, authors of letters of recommendation are asked to refrain from comments regarding candidate's race, color, gender, religion, age, physical or mental disability, marital status, sexual orientation, national origin, citizenship, medical condition, or political affiliations, beliefs or activities.
* Letters should indicate the candidate’s full name. Preferably in the 1st paragraph.
* Letters should not reference a particular institution or program.
* Letters should be typewritten or word-processed. Handwritten letters do not scan clearly.
* Letters require the writer’s signature. Please use blue or black ink as lighter colors do not scan well.
* Letters should conclude with legible identifying personal information: full name, title, institution, mailing address, telephone number and email address. If you provide an e-mail, a confirmation will be sent informing you that we have received your letter. If Calmail is experiencing problems, you may not receive this email.

Forwarding Your Letter to the Letter Service

We strongly suggest that you retain a copy of your letter for your records.

Letters and waivers may be sent by campus mail, by regular or express mail, by courier, or may be hand-delivered. If you hand-deliver an unsealed letter to the Letter Service, staff may ask to see identification to verify that you are the author of the letter. If you give this letter to the candidate to hand-deliver themselves, please seal the letter in an envelope and sign across the seal so that we will know that it has not been opened en route.

Letters may also be sent electronically. We will accept your letter as a PDF to letter@berkeley.edu. This letter must be printed on professional letterhead, have your contact information and signature. Please include a copy of the candidate’s signed waiver statement if available.

Please return your letter to:

**University of California, Berkeley  
Career Center  
The Letter Service  
2440 Bancroft Way  
Berkeley, CA 94720-4350**