

## INSTRUCTIONS FOR RECOMMENDATION/REFERENCE LETTERS

Recommendations (forms or letters) must be sent directly to Career Services by the cooperating teacher, field supervisor and/or principal. Please do not send them to the Field Placement and Licensure office.

The student teacher is responsible for giving you the instructions of how he/she has set up his/her credential file to receive recommendation/reference letters and forms.

If you prefer using a form, the student teacher is responsible for requesting a form be sent to you.

If you prefer to write a letter, use the letterhead provided.

Career Services contact info:

**Career, Internship  
& Student Employment Services**

Montana State University  
177 Strand Union Bldg.  
P.O. Box 174180  
Bozeman, MT 59717-4180  
Tel: (406) 994-4353  
Toll-Free: 877-777-8489  
Fax: (406) 994-5488  
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