



**Career Development Center**

**PO Box 6000  
Binghamton, New York 13902-6000  
607-777-2400**

**TO:** Potential Employers/Internship Committees  
**FROM:** Credentials Coordinator, Career Development Center  
**RE:** Reference Letters in Support of Employment/Internship Application

The Career Development Center at Binghamton University offers its students and alumni a credentials service. Each year many students use the reference letters in their credentials file to support their applications for employment or internship opportunities.

We recognize that some employers and internships use a self-assembly approach to the application process. Applicants are asked by these institutions to collect all of the necessary items including references and then submit them in a single envelope.

Please be advised that the Binghamton University Career Development Center does not release confidential references into the hands of the applicant under any circumstances. Students using their credentials file to support their application are advised to assemble and forward all materials except the references in their credentials file. These reference letters will be assembled and mailed directly from the Career Development Center to the employer/internship committee. It is our feeling that this allows us to preserve the confidential nature of these reference letters. Your cooperation and understanding in this matter is appreciated.