

REFERENCES

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References are individuals that serve as points of contact for employers seeking to verify or ask questions about a potential employee's background, work, experience or work ethic. These references may be professional and/or academic (supervisors, college professors, high school teachers, volunteer managers etc.)

Tips:

- Select someone who knows you well enough in a professional setting and will speak about your work and academic experience in a positive manner
- Before you include the person on your reference sheet, be sure that you have her/his permission
- Inform your references in advance of the position(s) for which you are applying
- Include the names and contact information of at least three individuals and a brief description of their relationship to you.

References for Paydirt Pete

(915) 747-5640

pete@miners.utep.edu

Example:

Dr. Harry Smith
Assistant Professor
Kinesiology Department
The University of Texas at El Paso
500 University Avenue
El Paso, Texas 79968
(915) 747-5000
hsmith@utep.edu

Full Name
Professional Title
Department
Organization Name
Address
City, State, Zip
(Area Code) Telephone Number
E-mail address

- Dr. Smith served as a reviewer in my senior project and can speak about my academic preparation and teamwork skills.

- Include a brief sentence on how this individual knows you and what type of a reference she/he may provide.

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