



REFERENCES



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 with you

EXAMPLE

Include the Following:

- Full Name
- Professional Title
- Department
- Organization Name
- Address
- City, State, Zip Code
- (Area Code) Telephone Number
- E-mail Address
- Add a brief sentence on how this individual knows you and what type of a reference she/he may provide

References for Paydirt Pete

(915) 747-5640
pete@miners.utep.edu

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

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