**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.

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**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

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

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**References for Paydirt Pete**

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

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Updated 08/2023