

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.

Tips:

- Include the names and contact information of at least three individuals
- Before you include them on your reference sheet, be sure that you have her/his permission
- When possible, inform your references in advance of the position(s) for which you are applying
- Select someone who knows you well enough in a professional setting and can speak about your work and academic experience in a positive manner

References for Paydirt Pete

500 West University Avenue
El Paso, Texas 79968
(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.

THANK YOU NOTE

Tips:

- Whenever possible craft a hand written note and try to avoid email thank you notes
- Thank the interviewer for taking the time to meet with you
- Do not be afraid to highlight your skills and sell yourself
- Send a thank you note to everyone who helped in your job search
- Make it brief and to the point
- **Do not copy the following sample, use your own words**

Dear Mr. / Ms.:

Thank you for taking the time to meet with me about the _____ position. I enjoyed learning more about the organization and appreciated the opportunity to discuss my qualifications with you. I feel my project management and supervisory skills align with the _____ position. My experience in _____ has prepared me to begin working (full time / part time) and performing the duties discussed.

I look forward to hearing from you soon.

Sincerely,

Your Signature

Your Name Printed
Your Email Address
Your Phone Number