REFERENCES

Tips:
- Include the names and contact information of at least three individuals.
- Before you include someone on your reference sheet, be sure that you have his/her permission to use them as a reference.
- 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.

Example:

References for Paydirt Pete
500 West University Avenue
El Paso, Texas 79968
(915) 747-5640
pete@miners.utep.edu

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.

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