

# Professional References

Make sure that your reference sheet has the same header as your cover letter, resume, etc.

## Your Name

Street Address. • Town, State, Zip Code • Phone Number • Email

## Professional References

Professional Reference Name, Title

Company

Street Address

Town, State, Zip Code

Phone Number

Email Address

Professional Reference Name, Title

Company

Street Address

Town, State, Zip Code

Phone Number

Email Address

Professional Reference Name, Title

Company

Street Address

Town, State, Zip Code

Phone Number

Email Address

## WHAT IS A PROFESSIONAL REFERENCE?

A professional reference is someone that can prove your qualifications and experience. They can be a professor, former employer, supervisor, or manager.

This person should not be a friend, family member, or clergy unless you specifically worked for them.

## COMMUNICATION

Contact your references prior to adding them to your list! They should be individuals who can speak highly of your skills. In addition, don't share their contact information with anybody other than the employer. Keep your references informed as you apply for new

## ORGANIZATION

Organize your references by relevance to the future job or chronologically. This example is only one variation. Organization is based on your need!

Provide a minimum of three references but no more than ten.

As your employment changes, update your reference sheet to include new references.

## Come chat with us!

Email us at [CareerServices@collegeofidaho.edu](mailto:CareerServices@collegeofidaho.edu) to make an appointment to look at resumes, cover letters, C.V.'s, internship applications, or study away opportunities!



# Recommendations & Reference Etiquette

Take a look below at general procedures for requesting a letter of reference. Seek a professor who knows you well can speak to your character in addition to your academic performance. Thus, you want to make sure that you are intentionally developing authentic relationships throughout your undergraduate career.

**TIMELINE:** Request your letter *as soon as possible*. Four to six weeks is ideal and two weeks is the minimum.

**TIP:** Provide your letter writer all of your materials in a folder to make their job as easy as possible.

## GENERAL APPLICATIONS

Summer jobs, non-academic employment, undergraduate scholarships, etc.

### Things to include:

- Unofficial transcript (can be printed from Self Service)
- Resume
- Typed information sheet
  - Official title of program/position
  - Details of program
  - How the letter is to be delivered with links/address
  - Due date

## ACADEMIC PROGRAMS

### Things to Include:

- Typed information sheet
  - Your full name, address, phone number
  - Official program title
  - Program titles
  - Due date
  - How the letter is to be delivered
    - If the letter is **not** being delivered electronically, provide addressed and stamped envelopes
- Unofficial transcript (can be printed from Self Service)
- Copy of personal statement or statement of interests
- Resume
- **DEPARTMENT SPECIFIC:** Writing sample from the best academic project/paper produced for the recommender.

## Now what?

- Consider waiving your rights to see your recommendation. By doing so, whomever is writing on your behalf can be honest, candid, and usually that equates to a stronger recommendation for you.
- Send a reminder to your letter-writer a week in advance of the date about your letter.
- Confirm that the letters or electronic applications have been submitted.
- **Follow up!** Send a thank you letter or card in appreciation of your reference's efforts. Send them the appreciation that they showed you!