



REFERENCES:

PROFESSIONAL & ACADEMIC

ATUTM

Norman Career Services



Meet the Team



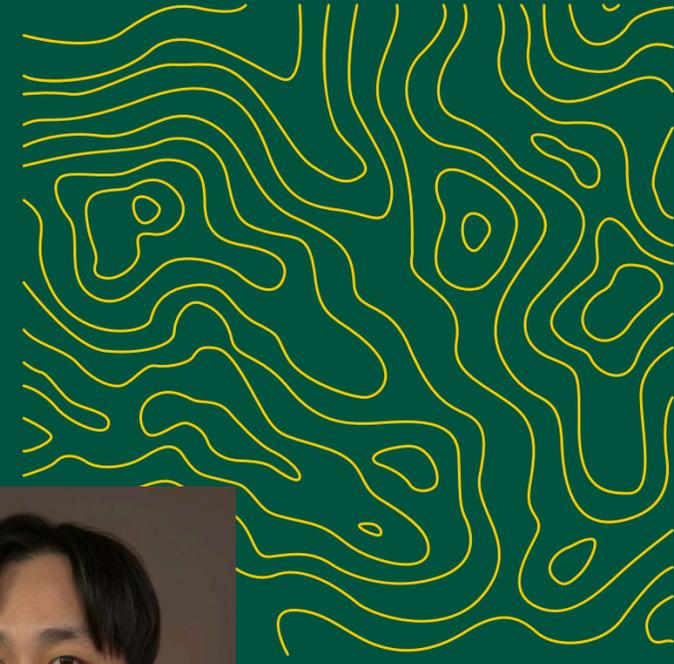
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TODAY'S AGENDA



1

Professional v. Academic

2

Who to Ask for a Reference?

3

Preparing Your References

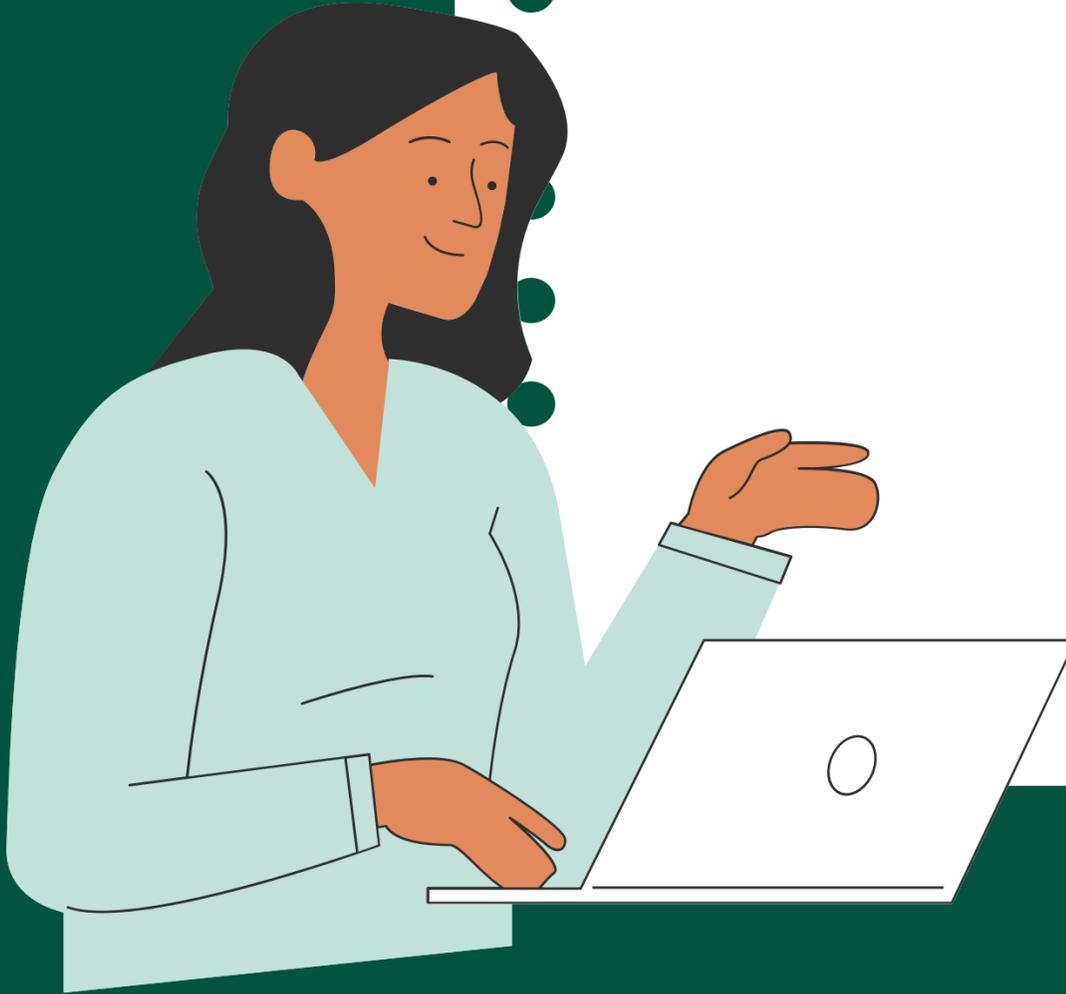
4

Managing Your References



LET'S BEGIN!

Professional References



PROFESSIONAL

- Individuals who have direct knowledge of your job abilities.
- Used for job/internship applications



WHO TO ASK?

1 Previous supervisors

2 Professor who teaches an industry-related class.

3 A coach or sponsor of a extracurricular activity.

Who NOT to ask

Relatives

Friends

Teammates

Short term coworkers

Friends of friends

People who don't know you



-
-
-
-
-
-
-
-
-
-

**Take a moment to write
down 5 potential names
of references**



PREPARING

Always have 3-5 references ready when applying



- 1.) Brainstorm 3-5 references
- 2.) Gather information of your references
- 3.) Email to formally ask individual for reference
- 4.) Keep record of who you asked and for what

REFERENCE FORMAT

1 Be prepared.

2 Be informative and organized.

3 Be considerate.

Full Name + terminal degrees

Professional title

Organization of Employment

Office Number/Building

Street

Town

State

Zip

Phone

Email

EMAIL FOR REFERENCES

Attach your
resume

Attach job
description

Dear _____,

Thank you for taking the time to read and respond to my email. I know you are terribly busy. Thus, I appreciate your assistance.

I am currently applying for the position of TITLE OF POSITION at NAME OF ORGANIZATION with the submission deadline of DATE OF DEADLINE.

If free and willing, I am requesting your professional expertise and assistance to list you as one of my references with my application. For your reference, please find attached my resume and the job description for TITLE OF POSITION.

I plan to submit my application materials on DATE.

I have your contact info as the following:

Name
Professional Title
Place of Employment
Office Street Address
City, State, Zip Code
Office Phone Number
Work Email

Please let me know if this information is correct and if you agree to serve as a reference.

Thank you,
YOUR NAME

REMEMBER

- **Be Prepared**
- **Be Informative and organized**
- **Be Considerate**



WHERE?



**ADD TO
PAGE
AFTER
RESUME**



LET'S BEGIN!

Academic References



-
- **ACADEMIC**
-
-

- Individuals who have direct knowledge of your academic abilities.
- Used for graduate school, research, and scholarship applications



WHO TO ASK?

1 Previous professors.

2 Professor who teaches a discipline-related class.

3 Consider ranking of professor.

Who NOT to ask

Relatives

Friends

Teammates

Short term coworkers

Friends of friends

People who don't know you

PREPARING

Always have 3-5 references ready when applying



- 1.) Brainstorm 3-5 references
- 2.) Gather information of your references
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-
-
- **REFERENCE**
- **FORMAT**
-

1 Be prepared.

2 Be informative and organized.

3 Be considerate.

Full Name + terminal degrees

Professional title

Academic Department

Organization of Employment

Office Number/Building

Street

Town

State

Zip

Phone

Email

EMAIL FOR REFERENCES

Attach your
resume/state
ment

Attach
program info

Dear _____,

Thank you for taking the time to read and respond to my email. I know you are terribly busy. Thus, I appreciate your assistance.

I am currently applying for TITLE OF PROGRAM at NAME OF UNIVERSITY with the submission deadline of DATE OF DEADLINE.

If free and willing, I am requesting your professional expertise and assistance to list you as one of my references with my application. For your reference, please find attached my CV and personal statement for my application. I plan to submit my application materials on DATE.

I have your contact info as the following:

Name
Academic Title
Place of Employment
Office Street Address
City, State, Zip Code
Office Phone Number
Work Email

Please let me know if this information is correct and if you agree to serve as a reference.

Thank you,
YOUR NAME

- **MANGING**
- **REFERENCES**

- **Be Prepared**
- **Be Informative and organized**
- **Be Considerate**

TIMELINE

- 1.) Ask for approval**
- 2.) Submit application**
- 3.) Notify references of submission**
- 4.) Remind 2 weeks after submission**
- 5.) After submission, send thank you**



Thank You



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Visit our Website

