



# **REFERENCES:**

## **PROFESSIONAL & ACADEMIC**

**ATU**<sup>TM</sup>

Norman Career Services





# Meet the Team



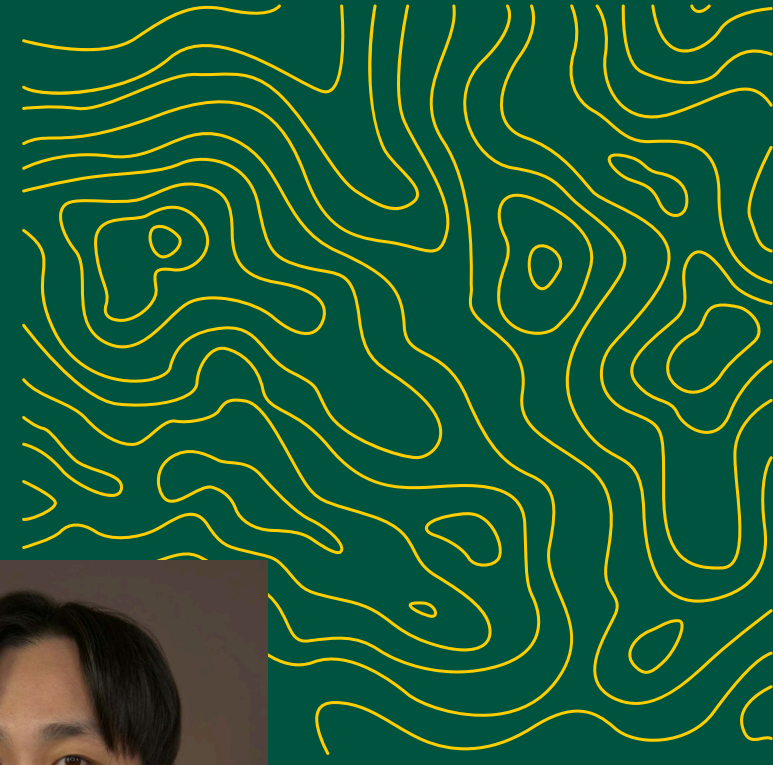
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# TODAY'S AGENDA



**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
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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

