

Recommended References Template for College of Business Undergraduates

FIRST AND LAST NAME

Local Address, City, State Zip Code

Phone Number • Email Address

(Optional: Your LinkedIn Profile page) <https://www.linkedin.com/profile/view>

Full Name

Title

Organization

Street Address, City, State Zip Code

Phone Number *(do they prefer work or home/cell)*

Email Address *(do they prefer work or personal)*

Relationship to you – Years Known: xx

Tom E. Hummer

Senior Manager

Enterprise Rent-A-Car

731 ERAC Drive, Austin, Texas 79110

936-342-0909 (work)

thummer@erac.com

Former Supervisor – Years Known: 3

Dr. Sara A. Latte

Professor – Management Information Systems

The University of Texas at San Antonio

121 Vance Jackson, San Antonio, Texas 78249

210-867-5309 (mobile)

saralatte@gmail.com

Former Professor – Years Known: 1

Lauren E. Hoffmann, M.Ed., CDF

College of Business Career Counselor I

University Career Center, The University of Texas at San Antonio

One UTSA Circle, San Antonio, Texas 78249

210-458-4589 (work)

lauren.hoffmann@utsa.edu

Former Counselor – Years Known: 1.5

Information Regarding References:

- List 3-5 professional references in a separate document. Do not number this page.
- References should be people who can attest to your qualifications for a particular position. The best references are people for whom you have worked or professors who are aware of your strengths.
- Be SURE that you ask permission to list someone as a reference – make sure you know what they will say about you. Give them a copy of your resume and let them know the type of job you are seeking. Keep them posted on your job search efforts – if you think they may be called, contact them and let them know the name of the company and tell them a little about the job.
- Be sure to send a thank you note for serving as a reference after you have been hired.