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)
laurenhoffmann@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.