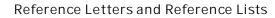
### QUICK TIP GUIDE



A *reference letter* may be requested by a graduate/professional program and asks the reference to isxplainov/2y4tpeoptedatate/wouldntact.jotfoodrfiafiontlygocoddbgdibr&itIMa (20(&u)4.32(34IM) (2) jotho/integrals/bipablcattion/2y4tpeoptedatate/wouldntact.jotfoodrfiafiontlygocoddbgdibr&itIMa (20(&u)4.32(34IM) (2) jotho/integrals/bipablcattion/2y4tpeoptedatate/wouldntact.jotfoodrfiafiontlygocoddbgdibr&itIMa (20(&u)4.32(34IM) (2) jotho/integrals/bipablcattion/2y4tpeoptedatate/wouldntact.jotfoodrfiafiontlygocoddbgdibr&itIMa (2) (2) jotho/integrals/bipablcattion/2y4tpeoptedatate/wouldntact.jotfoodrfiafiontlygocoddbgdibr&itIMa (2) (2) jotho/integrals/bipablcattion/2y4tpeoptedatate/wouldntact.jotfoodrfiafiontlygocoddbgdibr&itIMa (2) (2) jotho/integrals/bipablcattion/2) jotho/2) joth

#### Determine your best representation

Depending on the purpose of a reference letter or list (ex./ employment vs. graduate school applications), you will need to determine the best person(s) to be your reference. Generally, all references should be professional in nature (no friends or family members) unless otherwise noted. Appropriate references may include professors, advisors, coaches, supervisors, and in some cases, colleagues. Choose people who know you well and can speak to your strengths and skills, especially to match the context of the letter/list.

documentation could include a transcript, other reference letters, or a list of accomplishments/skills that you would lik e them to highlight.

### Allow yourself enough time

Faculty/administrators get many requests each semester to write reference letters; do not wait until the last minute to ask them. Generally, a month's notice is plenty of time. If the person will serve as a reference for employment Reference letter writers should follow instructions given by the specific

which you are applying. If no prompt is given, you should determine what information you would like the person to highlight and communicate this to them. A career consultant will also be able to help you brainstorm this during an appointment.

## QUICK TIP GUIDE



Reference lists should include the following regarding the reference:

- x name
- x current title and organization
- x your relationship to the reference
- x address
- x phone number
- x email
- x You may also choose to describe the context to which this person can speak about you and your skills. See examples below

(Always use the same header that is used for your resume and cover letter) Example 1

CHLOE CHEMISTRY 412-268-2064 chloechemistry@andrew.cmu.edu

REFERENCES

Dr. Lawrence Laboratory Professor of Chemistry Former professor of Inorganic Chemistry course at CMU Carnegie Mellon University 5000 Forbes Avenue Pittsburgh, PA 15213 (412) 555-5555 Ilaboratory@andrew.cmu.edu

Dr. Bunsen Burner Director of Research Former Principal Investigator for Research Assistant position Big Research Institute 123 Experimental Street New York, NY 65432 bburner@bri.org

Ms. Connie Sultant Lab Manager Former supervisor for Research Assistant position Carnegie Mellon University 5000 Forbes Avenue Pittsburgh, PA 15213 (412) 123-4567 csultant@andrew.cmu.edu

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Example 2

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# Reference Letters & Reference Lists