

References

Use the same Heading for your name and contact information as you did on your resume.

Kevin L. Behrend

4567 Fairfield Street, Jamestown, PA 16123 klb5999@psu.edu (724) 455-5555

REFERENCES

Mr. Ronald Belfour, General Sales Manager
LORD Corporation
111 Lord Drive
Cary, NC 18101
(919) 555-2121 (office)
ronald.belfour@lord.com
(internship supervisor)

Mr. Heath Hull, Lecturer of Marketing
Penn State Behrend
Burke Center, Room 301
Erie, PA 16563
(814) 555-5678 (office)
kxh456@psu.edu
(lead investigator on marketing research project)

Dr. Janet Pirro, Associate Professor of Marketing
Penn State Behrend
Burke Center, Room 401
Erie, PA 16563
(814) 555-1234 (office)
jxp123@psu.edu
(supervised independent study project)

Choose individuals who know your work performance and academic abilities well and can provide specific information in a reference.

Include descriptions of how the references know you (e.g. what skills they can discuss).

Only include a personal reference if specifically requested.

ALWAYS ask for permission before including someone in your reference list.
As a courtesy, give your references a copy of your resume so that it's available as a reminder of your KSAs