# References

* Use the same Heading for your name and contact information as you did on your resume.
* Include descriptions of how the references know you (e.g. what skills they can discuss).
* Choose individuals who know your work performance and academic abilities well and can provide specific information in a reference.
* 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 KSAAs

**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)