

EDUCATION & Related Teaching Fields

Reference List

References for Dakota Smith

Margins: 1" (2.54 cm) margins all around.

Gay Jones
Supervising Teacher
Fort Qu'Appelle Elementary School
Fort Qu'Appelle, Saskatchewan
Phone: 306-332-4227 *Email:* gayjones@email.com
Relationship: Supervised my Internship

Sophia Liszt
Principal
Fort Qu'Appelle Elementary School
Fort Qu'Appelle, Saskatchewan
Phone: 306-332-4227 *Email:* gayjones@email.com
Relationship: Principal at my Internship school

Dr. Logan Pickard
Professional Development Coordinator
Faculty of Education
University of Regina
Regina, Saskatchewan
Email: logan.pickard@uregina.ca
Relationship: Assessed my academic and teaching skills

Robin Duquette
Volunteer Coordinator
Four Directions Community Health Centre
Regina, Saskatchewan
Phone: 306-345-2940 *Email:* robinduquette@email.com
Relationship: Supervised my volunteer work (community programs and events)

Guidelines for Preparing a Reference List

1. **What is a Reference?** Someone who can verify and speak positively about your skills and abilities, performance, work ethic, character and past experience (academic, volunteer, employment).
2. **Get Permission.** *Always* ask potential references for permission before adding them to your list. Consider offering each person a copy of your resume.
3. **Contact Information.** For privacy, ask references about how they prefer to be contacted.
4. **Number of References.** Provide a minimum of 3 references who can speak positively about you.
5. **Prioritize References.** Who can best validate your relevant strengths? List this person first. Include at least two supervisory references who have evaluated your performance.
6. **International References.** Include important references living outside of Canada and note their direct dial phone number.
7. **Create Reference Categories (option).** Educational, Employment, Volunteer, Personal or Character. List References who supervised you before character references.
8. **When do I provide my Reference List?** For teaching positions, a Reference List is usually required with your application. For other jobs, check with each employer about when to provide reference. If not required beforehand, bring copies of your Reference List to your interview.
9. **Thank your References.** Let your References know that you appreciated their time and help.