

# SCIENCE Fields

## Application Letter, Resume & References – Entry-Level Positions

*Revise this example as needed for each application and standards in the field.*

### References for Your Name

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

- 1. Dr. Reference Name**  
Associate Professor, Department of Physics  
Faculty of Science  
University of Regina  
3737 Wascana Parkway  
Regina, Saskatchewan S4S 0A2  
*Phone:* 306-142-2343      *Email:* reference.name@uregina.ca  
*Relationship:* Evaluated my performance in three courses: \_\_\_\_\_
- 2. Reference Name**  
Manager, Communications Department  
Health Tech Solutions  
Saskatoon, Saskatchewan S4P 1F3  
*Phone:* 306-353-6425      *Email:* reference.name@healthtech.ca  
*Relationship:* Supervised my work as a \_\_\_\_\_
- 3. Reference Name**  
Supervisor, Indigenous Recreation Services  
Woodlands, Saskatchewan S0R 3X3  
*Phone:* 306-533-5252      *Email:* reference.name@wyatt.ca  
*Relationship:* Supervised my volunteer work as a \_\_\_\_\_

### Guidelines for Preparing a Reference List

- 1. What is a Reference?** Someone who knows you and can verify your relevant skills and abilities, performance, work ethic, character and past experience (academic, volunteer, employment).
- 2. When do I send a Reference List?** Employers vary on this. Unless requested or standard in the field, you do not have to attach a Reference List with applications. When unsure, check with the employer.
- 3. Get Permission:** *Always* ask potential References for permission before listing them.
- 4. Reference Contact Information:** For privacy, a Reference might limit contact information. However, most will provide the following:
  - Name, title, organization or company, address
  - Phone number, email, fax (optional)
  - Consider adding a note about your relationship (e.g., Supervised my work as a \_\_\_\_\_)
- 5. Number of References:** Usually list three to five References who can speak positively about you.
- 6. Prioritize References:** Who can best validate your relevant strengths? List this person first.
- 7. International References:** Include important References living outside of Canada. Be sure to note the direct dial phone number.
- 8. Offer a Copy of Your Resume to References (option):** Ask References if they would like a copy of your resume and any supporting documents (e.g., an evaluation form).
- 9. Create Reference Categories (option):** Educational, Employment, Volunteer, Personal or Character.
- 10. Provide References at Interviews:** Offer your Reference List at interviews.
- 11. Thank your References:** Let your References know that you appreciated their time and help.