

ENGINEERING, Technology & Related Fields

Reference List

References for Jamie Cardinal

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

Dr. _____

Associate Professor, Electronic Systems Engineering
Faculty of Engineering and Applied Science
University of Regina
3737 Wascana Parkway
Regina, Saskatchewan S4S 0A2

Email: name@uregina.ca *Phone:* 306-242-3592

Relationship: Evaluated my performance in 3 courses: _____, _____, _____

Kerry Dolan, MSc

Manager, Product Innovation and Development
Edge Communications
839 Eagle Crescent
Calgary, Alberta

Email: dolank@edge.com *Phone:* 824-282-9494

Relationship: Supervised my work as a Radio Test Engineer

Mel Payant

Volunteer Coordinator
National First Nations and Inuit Youth Science Camp
First Nations University of Canada
1 First Nations Way
Regina, Saskatchewan S4S 7K2

Phone: 306-790-2940 *Email:* mpayant@fnuniv.ca

Relationship: Supervised my work as a Science Camp Leader (volunteer)

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 their name to your list. Consider offering each reference a copy of your resume.
3. **Contact Information.** For privacy, ask references about how they would like 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 2 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.
8. **When do I provide my Reference List?** Employers vary on when they would like your references. Check with each employer. Be sure to bring copies of your reference list to each interview.
9. **Thank your References.** Let your references know that you appreciated their time and help.