References Checklist (Pre-CAC)

Your references should be on a separate page/document. Ideal references should include an individual who provided a supervisory role during a work (paid or volunteer) experience, or academic setting. Do not include friends or family. **This is optional for attending the Co-op Admissions Course but you will need references to apply for co-op positions.** There is a model Cover Letter at the bottom of this document for your reference.

# Personal Contact Information

[ ]  Your Name

[ ]  Your City, Province

[ ]  Your Phone Number

[ ]  Your University of Lethbridge E-mail Address

[ ]  Social Media/Portfolio URL’s

# References (minimum 2-3)

[ ]  Name

[ ]  Optional – Relationship to you (If they are in a new role, clarify your professional relationship Ex. Supervisor at Walmart)

[ ]  Job Title

[ ]  Company Name

[ ]  City, Province/Country

[ ]  Phone Number

[ ]  E-mail Address

# Career Bridge Job Application Toolkit

[References](https://www.ulethbridge.ca/career-bridge/references)