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)