

# **CVHS Senior Internship**

**References and  
Letters of  
Recommendations**

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# References

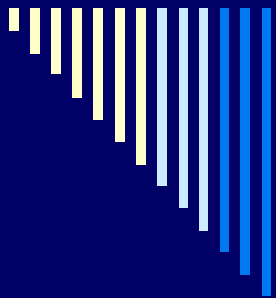
- Use adults only, no peers
  - Select adults who have seen you demonstrate characteristics needed for employment and leadership
  - Use professional rather than personal reference
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# References

- Ask permission to use the adult as a reference
  - Select 3
  - Collect required information
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# Reference Collection Information

- Name
  - Position
  - Company
  - Street Address
  - City
  - State
  - Zip Code
  - Work Phone
  - E-mail Address
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# Reference List

- Use the same heading as on the resume
  - Use same design for reference list and resume
  - Include required information
  - Word process
  - Edit to be error free
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# Letters of Recommendation

- Complete personal profile recommendation form on Naviance
  - Available under “about me” tab
  - [www.castleviewhs.com/naviance](http://www.castleviewhs.com/naviance)
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# Letters of Recommendation

- Use same guideline for selecting as used for references
  - Provide letter of recommendation profile with request
  - Allow 2-3 weeks for completion
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