



**Parts of an email when contacting a potential reference:**

1. Greeting
2. 1-paragraph including:
  - i. The position for which you are applying (1-2 sentences)
  - ii. A request for the recipient to be a reference (1 sentence)
  - iii. Confirmation of recipient's contact information to share with hiring agency (1-2 sentences)
  - iv. Closing statement (i.e. "I look forward to hearing from you")
3. Your name & contact information
4. **\*\*Attach your current resume\*\***