



References

BASICS

- References should be included when an advertisement specifically calls for them, however, references should ALWAYS be a separate document from your resume.
- Include 3-5 professional references who can comment specifically on your work ethic, academic achievement, or involvement in community service, volunteerism, clubs.
- Include your name and contact information as it appears on your resume.
- Include the header – References.

REFERENCE PAGE CONTENT

- Name of person with courtesy title (Ms., Mr., Dr., Prof.)
- Position title
- Company/Organization
- Address
- Telephone number
- E-mail address

SUGGESTIONS

- Do not use personal references (friends, family).
- Be sure to ask the individual for permission before listing them as a reference.
- Keep references informed of your goals by providing them with a current resume and description of what types of positions you are considering. References will then be able to offer a potential employer more information about your achievements and involvement.
- Always ask a reference what information can be included on your reference page (home or work address, home or work phone number, e-mail).
- Be sure to keep your references informed of your job search progress.
- Send your references a note when you get a job to share your good news and to thank them for acting as a reference for you.
- After your job search is complete, maintain contact with your references in case you need to use them again in the future.

Whom Should You Ask?

- | | |
|--------------------------------|---------------------|
| • Former/current supervisors | • Mentors |
| • Professors | • Customers/clients |
| • Academic advisors | • Colleagues |
| • Contacts from volunteer work | • Coaches |
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REFERENCES

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