References

Overview

References are usually requested when a job posting asks for them, or when requested by the recruiter/hiring manager. References should be a separate document from your resume and include 3-5 professional references who can comment specifically on your work ethic, academic achievement, or involvement in community service, volunteerism, or clubs. The document should follow the same formatting as your resume and include the same contact information.

General Guidelines

- Name with courtesy title (e.g. Ms., Mr., Dr., Prof.)
- Position title
- Company organization
- Address
- Telephone number
- E-mail address

Additional Suggestions

- Do not use personal references (i.e., family, friends)
- Cultivate strong working relationships with your supervisor(s)
- Ask supervisors, professors, mentors, academic advisors, colleagues, coaches, peers from volunteer work, customers/clients
- 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
- Always ask a reference what information can be included on your reference page, i.e. home or work address, home or work phone number, email.
- Send a note to update and thank your reference once you get a job
- Maintain contact with your references in order to use them again in the future
- Update your reference list with new contacts as you progress throughout your career