



References 101

10 Steps to making the most of your references

1. Consider your potential references

- The best references are individuals who have known you in a close capacity and can speak favorably about your abilities.
- Brainstorm by listing your past and present activities and experiences and the people associated with each.

2. Select at least three (3) references

- Choose your references carefully—they are a very important part of the job search process.
- Try to select 3-5 references from different experiences.
 - For example: Your Communications Professor, Internship Supervisor, Volunteer Organization Coordinator, Finance Professor, and Summer Job Supervisor

3. Be sure to ask each reference for permission

- Ask each potential reference whether they would be able to provide a “strong” recommendation.
- Provide each reference with a copy of your current resume.
- If possible, provide your references with the job description(s).

4. Keep your references informed of your job search

- References appreciate hearing how your search is going

5. References should be listed on a separate document

- Do not list your references on the resume, rather have a separate document.
- See our samples below.

6. Use the same heading as your cover letter and resume

- This will help make your application look more professional and will help to keep the documents together once they reach the employer.

7. List all relevant contact information

- Information should include: title, name, position and company, phone number, email address and mailing address.

8. Be sure to include the salutation for each reference (i.e. Mr., Ms., Dr.)

9. Provide Reference List when requested

- Prepare your list ahead of time and provide this information when requested by the employer.
- Many times employers will request your reference list after an interview—so bring your reference list.

10. Thank your References

- Don't forget to thank your references when your job search is complete.

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