



## REFERENCES

### OVERVIEW

Often employers want to speak with individuals who have worked with you before and can vouch for your qualifications and fit for a position. These are commonly referred to as references. A reference list should only be provided to a potential employer when requested, which is often after an interview. However, you should bring a reference sheet with you to every interview in case you are asked for the information. Type a reference sheet that lists three people with whom you have interacted professionally and who can attest to your abilities. **Never list someone as a reference without first asking their permission.** You should ask if they feel comfortable serving as a reference, and if so, tell them where you have applied, so they are prepared if they are contacted. It's also helpful to provide your references with an updated resume.

### HOW TO CHOOSE REFERENCES

Former employers, professors, club advisors, or volunteer coordinators are examples of those you might ask to be a reference for you. Try to find someone who has interacted with you in similar context to the job to which you are applying if possible. For example, if you are interviewing for a full-time job in publishing, you might ask a supervisor from a publishing internship the previous summer, a professor of a writing class in which you did very well, and an administrator who oversaw your work as an editor of the school newspaper. Ask people whom you believe know you well, who think highly of you and your skills/character, and who will provide strong feedback if contacted. It is a good idea to line up five people whom you could ask to be a reference depending on the position. Relatives are usually disqualified.

### FORMAT

A reference list should be one page only. It is a separate document from the resume, so you do NOT need to list any references on your resume. Start with the same heading on your reference sheet as you have on your resume, which includes your name and contact information. Then list each reference, including the name of the organization where they work, as well as their title, address, phone number, and email. If it is unclear from referencing your resume, you should also include their relationship to you (e.g., "Supervisor"). An example of a reference list is on the back of this sheet. Print your reference list on the SAME high quality resume paper as your resume and cover letter.

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