

Sample Reference List And Suggestions for Working with Professional References

- Keep your reference list consistent with your resume. That is, use the same paper, typeface and heading format.
- Ask for permission before you list someone as a reference.
- Ask if they have any reservations about providing a reference for you. If so, you may want to ask someone else.
- List your references in the order in which you want them to be contacted. (Begin with professional/academic references. Use personal references as a last resort.)
- Prepare your reference before they are contacted. Give them a copy of your resume and keep them apprised of your progress. Let them know when to expect a reference call and who may be calling. Describe the position for them. Ask your reference to highlight the experiences that are most relevant to the position you are seeking. Remember, they are probably providing references for many students, so help them help you.
- Let your references know the outcome of your job search. Be sure to send a thank you note acknowledging them for their assistance.
- Bring extra copies of your reference list to an interview (along with extra copies of your resume).

Your Name

Address

Email

Phone number

List of References

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