

References

Who to ask for a reference or letter of recommendation

Generally, you should be able to provide a list of at least 3-5 individuals who can speak about your skills and qualifications. It's important to carefully choose your references. Ask if they are able to give you a strong reference BEFORE you include them on your list. If anyone hesitates or has reservations, look elsewhere.

Some people in your life whom you might considering asking are:

- Professor or other faculty member
- Work supervisor (current or previous)
- Academic advisor
- Coach
- Pastor

Provide each reference with a copy of your résumé and convey to them why you are applying for the particular position. Include any information you would like them to emphasize if they are asked for a recommendation.

Be sure to keep your references up to date on the status of your job search, especially when you accept a position!

Reference page

DO create a reference page to list your references

For each reference person, include full name, title, organization with which the person is affiliated, complete address, phone number and email address.

Make absolutely sure you have spelled your references' names correctly.

Your name and contact information should be at the heading of the page — just like it appears on your resume.

Sample reference page

Your references are generally on a separate page from your résumé, but the heading should match your résumé. The following is an example.

Your Name
Address
City, State Zip
Phone number
Email

References

Professor's name
Professor's title
Organization
Address
City, State Zip
Phone number
Email address

Previous supervisor's name
Supervisor's title
Organization
Address
City, State Zip
Phone number
Email address

Additional reference (not family)
Title
Organization
Address
City, State Zip
Phone number
Email address