

REFERENCES

When you are asked to supply references, an employer typically wants a list of three contacts who can attest to your skills, knowledge, abilities, and work ethic. They are NOT requesting recommendation letters.

Select your references wisely and ASK them if they are willing and able to serve as a positive reference. Your references can be faculty members, advisors, supervisors, volunteer coordinators, etc. While you are in school or a recent graduate, be sure to include at least one university-based reference.

Help your references to be good references!

- Let them know when you have shared their contact information. No one likes to be caught off guard or contacted out of the blue by a prospective employer.
- Share the job description, your resume, and your cover letter with your references. They only know you in one setting, the more information they have on the job and your full background the better reference they will be.
- When it comes to formatting the document, keep your reference page consistent with your resume. Utilize the same heading styles, fonts, and formatting. Be sure to include the individual's name and their business contact information. If your reference is no longer in the position in which you know them, include that information as well as their current business contact information.
- Follow up with your references! Thank them for their assistance! Keep them up to date on your job search process and career development. Maintain that relationship even after you are employed.

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References:

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