

REFERENCES

References

Maintaining a list of professional references you can provide to an employer is a valuable tool in your job search materials toolkit. Normally, references are contacted by a potential employer following your interview when you are being highly considered for the job. You want to be confident that you are providing quality references that will speak enthusiastically of your background and provide a good recommendation.

Who Should I Include?

Current and former supervisors, professors, co-workers, coaches, mentors, or some peers can all be appropriate references. In each case, this person should have worked directly with you and can speak to your skills and qualities. Aim for individuals who know you in a professional, academic, or organizational capacity.

What is the process for requesting references?

Always ask permission from the individuals that you wish to use as a reference before using them!

Never provide contact information for someone who has no idea you are using it. Inform your chosen references of your job search and keep in touch with them so they have a better idea of your career goals and can speak on your behalf should they get contacted by a potential employer. Supply them with your most recent resume.

How many references do I include?

Generally, you will be asked to provide at least three references. It is a good idea to have a few “backup” references in case you need to provide more or someone becomes unavailable. Do not include references in your resume.

How Should I Supply References?

Make a separate reference page, in a complementary format to your resume and cover letter, which you can provide to an employer at their request. For guidelines on what to include, see the sample included.

“How do I ask?”

“Hello Dr. Smith, I will be graduating in May and will be seeking a full time position. I understand how important references are in the job search, and I would really appreciate it if you would consider serving as a reference on my behalf. Would you be comfortable serving as a reference to potential employers?”

REFERENCES

CARRIE R. SERVICES

1234 Main Street
St. Louis MO 63139

(314) 555 -1234
carrierservices@gmail.com

PROFESSIONAL REFERENCES

Be sure to include your name and contact information at the top, in similar format to your resume and cover letter.

Dr. Carol Allen
Professor of Business
Southeast Missouri State University
One University Plaza MS 1234
Cape Girardeau MO 63701
(573) 651-5555
callen@semo.edu

Sydney Greenstreet
Executive Director
Boys & Girls Clubs – Cape Girardeau District
4321 5th Street
Your City, MO 63211
(573) 555-5555
sgreenstreet@bgcoa.org

Joe Lincoln
President/Principal Owner
XYZ Travel Agency
1234 Broadway
Our Town, MO 63012
(573) 555-4321
jlincoln@xyztravel4u.com

Include:
-Name
-Current title
-Current employer, agency or organization with which they are currently affiliated
-Address (business)
-Phone number
-Email address

****You may want to note your relationship to the reference, such as a former supervisor, and especially if the reference has moved to a different organization or position.**