References

Reference lists are used by employers to find out more about your academic ability, your work ethic, and your personal characteristics. References are usually previous or current supervisors, professors, athletics coaches, high school teachers, or other advisors who are part of your network. Continue to build relationships with these individuals and keep them informed of what you are doing so when you ask them to serve as a reference for you, they have a better idea of why you are asking them to serve in this capacity. Before adding people to your list, always ask permission first and provide them with an up-to-date copy of your resume. You need to ensure that they are willing to provide a strong reference for you. It is important for you to select people who know you well enough to paint an accurate picture of who you are and what you are capable of.

The reference sheet should include names, titles, addresses, phone numbers, and emails for each reference. Include the same name and address heading from your resume on your reference sheet so the documents match in style.

During the job search process, you should wait until an employer asks before providing your reference list. Usually, employers will contact references after conducting an initial interview, so references should not be sent with the cover letter and resume. If the employer asks for them, make sure to let your references know to expect a contact and from whom so they aren’t surprised.

Sample Reference List

JOHN MATICS
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REFERENCE LIST

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