

Providing References

An often forgotten and confusing piece of the job application puzzle is the management and delivery of professional references. Use this advice to determine how and when to provide references to employers.

Maintain a group of at least three current references who will be ready, when called, to speak well about your abilities. References can be current or former supervisors, teachers, managers or Co-op advisors. You should not list relatives or close friends as professional references.

Let your references know you are releasing their name and contact information and that potential employers may contact them. The best way to get someone to serve as a reference for you is to ask them in-person or send them a typed, professional, business letter.

Providing your reference list

Read all job postings carefully.

- If the employer wants names, job titles, addresses, phone numbers and email addresses for three references, provide that information on a reference sheet. See the example reference sheet to the right.
- If only a résumé and cover letter are requested in a job listing, do not send your list of references. Keep the list and bring it to the interview. The references heading and statement can remain on your résumé in this situation.

Keep references informed and happy

- Give references a copy of your résumé so they know your background. Provide a description of the job to which you're applying. Knowing the duties and responsibilities ahead of time prepares references for questions and helps them relate your experience to the job.
- If you believe your references may be contacted by an employer, let them know. Tell them the name of the company and the position for which you interviewed. If you know the name of the person who will check your references, offer that information, too.
- Keep your references informed if you are offered and accept a job.
- When you accept a job, take time to write each of your references a thank you note. They played a valuable part in you receiving an offer.
- Don't end contact with your references. Send an email, call or meet for lunch on occasion. You never know if and when you may need to contact them in the future.

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REFERENCES

John Doe

Manager, Best Buy
1055 Metropolitan Ave.
Charlotte, NC 28204
330.999.9999

Shaia Tanner

Supervisor
AutoBell Car Wash
903 Charlottetowne Ave.
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If you are asked to provide references, remember to remove the "references available upon request" statement and heading from your résumé.