

Regarding References

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

- Always maintain a group of at least three current references who will be ready to speak well about your abilities when called. References can be current or former teachers, managers, supervisors, or internship advisors. You should not list relatives or close friends as professional references.
- Let your references know you are listing them and that potential employers may contact them. The best way to get a reference from someone is to ask them in person or send them a typed, professional, business letter.
- Start by reading the job carefully.
 1. If it says to enclose a list of references with your résumé and cover letter, do it according to their instructions. If they want names, titles, addresses, and phone numbers for four people, provide that information on a reference sheet. See example reference sheet (**Fig. 1**). In this case, remove the References heading and the References available upon request statement from your résumé. Use PDF or RTF format.
 2. If the job listing says that they want only a résumé and cover letter, do not send your list of references. Keep the list and bring it to the interview. The references heading and statement shall remain on your résumé in this situation.
- Stay in contact with your references and always work to create new relationships. You never know when you will need to present a list of references to a potential employer. Make it a priority even if you are currently working.
- Don't forget to thank your references if they provided a reference for you!

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REFERENCES

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Fig.1