

References

How to Create a Reference List

Determine who to ask to be a reference

References should be professional or academic contacts such as professors and supervisors (unless a personal reference is requested). Choose individuals who know you well and can articulate why you'd make a successful employee or intern. A direct supervisor is a better choice than the company's CEO, for example. Be sure to ask your references if they can give you a strong recommendation. If they seem hesitant, find someone else. It is helpful to provide a copy of your resume to your references as well as a job description of the position you are applying to. This will help them be able to directly relate your qualifications and skills to the job.

Be prepared

Most employers will ask for references at some point in the application process. However, do not send references with your resume: wait until asked to do so. You may bring a copy of your references to the interview if you have not already submitted it and provide it if requested. It's important to be prepared and have your reference list available.

Paper choice

Use the same type of paper (color and weight) for your reference list that you used for your cover letter and resume. This should be high quality paper.

Show gratitude

Send a thank-you note to your references thanking them for serving as a reference for you.

What to Include on a Reference List

Heading and a title ("References")

Your name and contact information should appear at the top of your reference page, using the same heading that is on your resume. Place the "References" title below it. Format the document to match your resume (same font).

Include the following information for each reference:

Name

Title

Organization

Address

Phone

Email

Length and nature of relationship (e.g., "Supervisor, 2 years", "Adviser, 4 years", "Colleague, 1 year")

Joe B. Piper

1111 Hamline Avenue • St. Paul, MN 55104 • 651-523-1111 • JPiper01@hamline.edu

References

- **John Olson**
Faculty Adviser
Hamline University
1532 Hewitt Avenue
St. Paul, MN 55104
651-333-3333
Jolson@hamline.edu
Adviser, 3 years
- **Tina Nguyen**
Floor Manager
Target
0001 Nicollet Mall
Minneapolis, MN 55555
612-555-5555
Nguyen@yahoo.com
Supervisor, 2 years
- **Brenda Green**
Manager
Old Chicago Restaurant
9999 County Road A2
Roseville, MN 11111
651-111-1111
Brendagreen@mnvalley.net
Supervisor, 2 years

Drew Science Bldg., Room 113 ~ 1536 Hewitt Ave, MS-B1802, St Paul, MN, 55104

Phone: 651.523.2302 Fax: 651.523.3085 ~ Email: workshop@hamline.edu ~ Website: www.hamline.edu/cdc