

REFERENCES

References should be provided in a separate document from your resume when requested by a potential employer. You do not need to include references or write "References available upon request" on your resume.

WHO SHOULD I ASK FOR A REFERENCE?

- Be selective and make sure your references have good things to say about you.
- All your references should be professional, such as previous employers, co-workers, internship supervisors, faculty members, or volunteer supervisors. Do not include family members or friends.
- Before listing someone as a reference, confirm that they are willing to provide a strong endorsement. Keep them informed each time you use them in a job application, so they are prepared.

MAKE IT EASY FOR YOUR REFERENCES TO HELP YOU!

- Provide your references with the job description, your resume, and your cover letter. This will help them emphasize your most relevant skills and experiences when speaking on your behalf.
- Remind references of specific accomplishments and skills they can highlight, for example: *"Thank you for agreeing to be a reference for me. One of the desired qualifications for the position I'm applying for is attention to detail; I am hoping you could comment on the database filing system improvements I contributed to last fall."*

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FORMATTING TIPS

- Use the same header as your resume with your name & contact information
- List 3-4 references in order of their relevance to the job you're applying for
- Include the reference's name, job title, company name, reference's email address, phone number, & relationship to you

