

References

References are another important part of the application process. Most employers will request the names of three to five people willing to serve as references for you. These should be people who know your work as a student or an intern, including faculty members, former employers, and volunteer supervisors. Always be sure to ask permission before listing someone as a reference. When asking someone to serve as a reference, provide them with a copy of your resume so they can review your experiences. As your job search progresses, keep them informed of your progress and send them a thank you note once you have accepted a position. As a general rule, do not provide your list of references until requested. Never upload your references to a general job search website.

References page format

Your reference sheet should include your name and contact information at the top (just as it appears at the top of your resume). Then list your references in order, including the following information: their name, title, organization, address, phone number and email. If not obvious by their title/organization, you can also state how you know them. An example is below:

References for Mary Jones

600 West Walnut Street ▪ Danville, KY 40422
(859) 000-0000 ▪ name@gmail.com

Faculty Member Name
Professor of Philosophy
Centre College
600 W. Walnut St.
Danville, KY 40422
(859) 555-1234
favorite@centre.edu
My professor for three courses

Internship Supervisor Name
Financial Operations Manager
ABC Finance Company
4290 N. Madison St.
Chicago, IL 60290
(312) 555-7692
name@abcfinancecompany.com
My summer internship supervisor

Volunteer Supervisor Name
Volunteer Coordinator
Center for Volunteer Services
105 Dogwood Lane
Danville, KY 40422
(859) 555-9876
super@allnet.com
My supervisor for two years as a volunteer