

REFERENCE TIP SHEET

1. Be sure YOUR contact information is at the top of the page. Use same heading format as on your resume for your name and address, etc. Consider using 16-18 point fonts for your heading.
2. References should include at least one faculty member (instructor or advisor who knows your work well) and one employer.
3. For the best layout on the page and to provide potential employers a variety of references to contact it is suggested that you have four professional references and two character references.
4. Professional references can provide information regarding your skills and work – typically these references are faculty and current or previous employers. Professional references when listed should include the individual's name, title, employer, address, phone number and email address.

Character references can provide information about your character and personality. Generally these may be individuals such as colleagues, friends, neighbors, etc. The character reference listings should include the individual's name, home address, phone number and email address.
5. Be prepared with alternatives, as some you ask may decline.
6. Be sure to ask your references if they are willing to serve as a reference for you BEFORE you put their name on your list. Ask them to verify the address, phone and/or email address at which they want to be contacted.
7. Provide each reference with a copy of your final resume.
8. If you know a potential employer is planning to call your references, you can alert them to expect a call. After you secure a job/internship, be sure to thank your references for their assistance.
9. Stay in touch with your references and keep them updated as to your doings (for example, if you change employers, get a promotion, go back to school, etc.).
10. Keep your reference list current. (Your references may move on to other jobs too.) Make sure you have their correct mailing address, phone numbers and email address.
11. Your reference list need not be sent out with every resume. If a job advertisement asks for references, supply them.