

Reference Sheet Guidelines

Selecting Your References

Your goal is to select references who can attest to your skills and experiences as they relate to your career objective. Consider:

Internship supervisors, summer job employers, professors, organizational advisors, volunteer site supervisors

Developing References

You must obtain permission to use someone as a reference!

Call and ask the person to serve as a reference for you. Share with him/her your career goals/objectives/interests. Give him/her a copy of your resume so that he/she has a better understanding of your employment and activities history. Thank him/her for agreeing to serve as a reference.

Follow Up

Within two weeks, send a formal thank-you letter. If you haven't yet, enclose your resume.

Developing the Reference Sheet

Center your name on the first line.

Center the word "References" on the second line.

Include three to five recent references.

The reference information should include the following information:

Full name, title, business, address

Phone number (work), phone number (home) . . . if appropriate

E-mail address

The references should be either centered on the page with several spaces between references or aligned on the left and right in column fashion.