

# REFERENCE LIST

*A reference list includes people who have direct knowledge of your skills, qualifications, and experience.  
It is provided to an employer upon their request.*

## References

- List 3-5 people as references.
- References should be from professional and academic experiences only. No personal references.
- The list should include each reference's name, title, organization, contact information, and relationship to you.

## Ask first

- Ask your references' permission before listing them and ensure they will give the employer positive information.
- Each time you expect your references to be contacted:
  - Let them know and ask them to return the call promptly, if necessary.
  - Send them a copy of your current resume and a job description of the position for which you are applying.
  - Explain why you are an excellent candidate. Plant the seeds for what you want to be shared with the employer.

## How to

- Do not send your reference list with your resume (unless requested).
- Save your reference list as "Your Name References" (ex. Jane Smith References) in PDF format.

## Thank you

- Send each reference a thank you note once your job search has concluded.
- Remember, you might need their help again in the future!

## Tips and Hints

- Use the same header as your resume and cover letter.
- Create a subtitle that reads "REFERENCES."
- Create a space between each reference so that descriptions do not get confused.
- You can write out the full street address or only include the city, state, and zip code.
- Keep the relationship description short and remember this could potentially be a talking point for when an employer checks your references.
- Highlight achievements, awards, honors, or promotions if possible when writing the description of your relationship.