

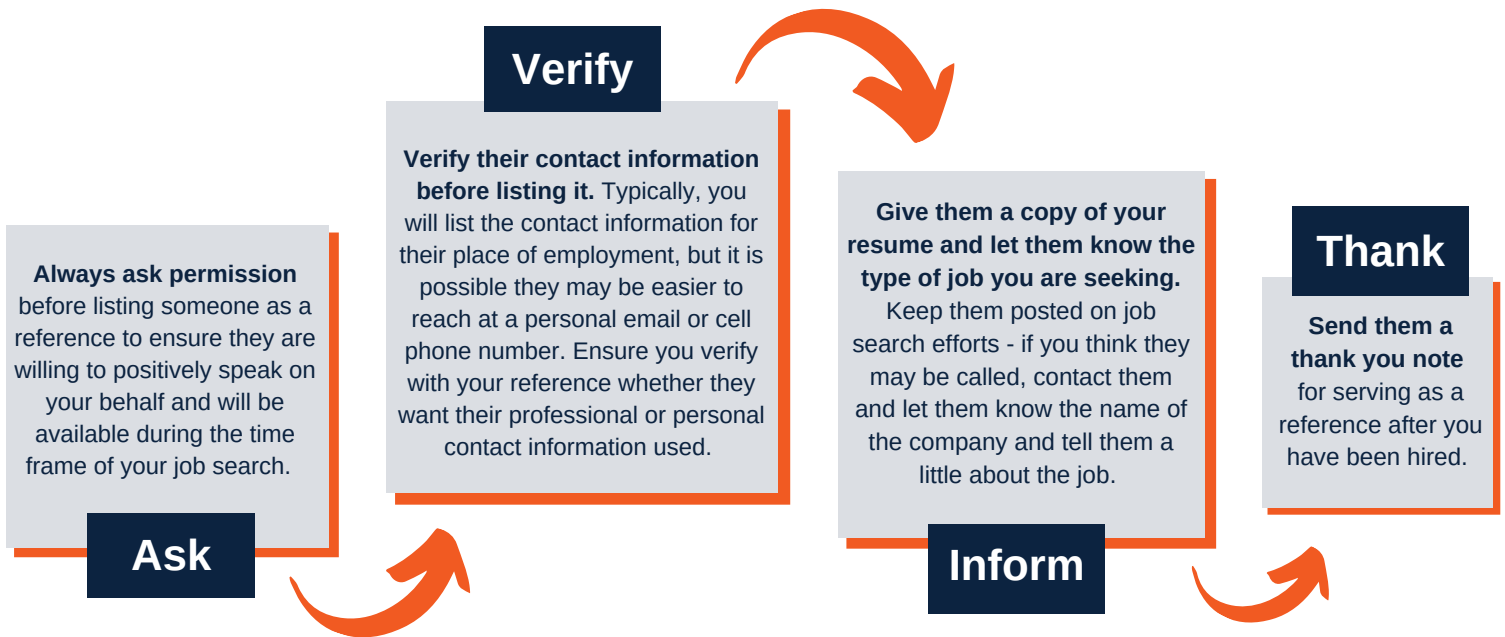
GETTING STARTED

1. Brainstorm a list of 5-10 people who you believe would be able to speak on your **professional performance, skills, and abilities**. You may also want to include people who can attest to your interpersonal skills, leadership qualities, communication style, conflict resolution capacity, decision-making, and knowledge within your field.
2. Remember that the best references are people you have worked for or professors who are **aware of your strengths and performance**.
3. For each job application, narrow your initial list down to the top 3-5 people who can give you the best recommendation for the **particular position** for which you are applying.
4. List their contact information on a separate sheet of paper.

PROFESSIONAL VS. PERSONAL

References should be people who have worked with you in some capacity. References should **NOT** be friends or family members. These are typically not seen as reliable. A traditional professional reference will usually be a former supervisor or a professor you have worked with recently. If you want to include a personal reference, it should be a former colleague, mentor, or former teacher. This type of reference is still professional since they are familiar with your work ethic and skills, but they can also shed light on some of your other attributes like character and ability to work with others. Always utilize people who know you personally. Don't select a reference based on their title alone.

PREPARING YOUR REFERENCES



All References Must Have

- Name
- Address
- Phone
- Email
- Company & Title (if applicable)

Fonts & Formatting

- Keep body text to 10-12 pt
- Use one standard font like Arial or Tahoma
- 1" margins
- Don't use special characters
- Use the same heading as your resume

FORMAT

Name	←	First & last name. Include any title earned like Dr. or Esq.
Title, Department	←	Include their current job title and specific department, if applicable
Company	←	Include their company name
Address	←	This is typically their company address, but always verify with the reference which address they prefer
City, State, Zip		
Phone	←	Verify which number they prefer
Email	←	Verify which email they prefer
Relationship	←	Include the capacity in which you knew the reference. If they have changed positions since you worked for them, indicate their former title, department, and company here.

REFERENCE SUGGESTIONS

- Former or current supervisors
- Former or current employees you supervised
- Former or current mentors
- Former or current professors
- Former or current colleagues
- Internship/volunteer coordinators
- Academic advisors
- Customers, clients, or vendors you have worked with