

## REFERENCES

You may create a list of references with name, title, relationship to you, address, phone number, and e-mail address on a separate sheet. This sheet can be enclosed with the résumé or carried to an interview. Never list just the name and phone number of a reference! Make sure you include your personal information on the top of the reference sheet using the same header as what is on your résumé. The font style and paper type/color should match your cover letter and résumé. Do NOT staple the reference sheet (or your cover letter) to the résumé.

Some suggestions relating to selecting and working with your references:

- **Always ask the person's permission** to use him or her as a reference. Do not assume that the person will be willing to recommend you. This courtesy is appreciated and may avoid later embarrassment—or a negative letter of reference. “Would you be comfortable serving as a reference for me?” opens the subject. Be prepared to hear a “no” or to deal with some reservations.
- **Give the person a copy of your current résumé.** In many cases, a person will know you in only one context (in the classroom, as an advisor, on the job). The reference may be stronger if the person has complete knowledge of your other accomplishments.
- **Discuss with the person the type of position you will be seeking** and your career goals. If there are particular skills or information you hope he or she will include in the reference, mention these.
- **Share descriptions of specific positions** for which you are being considered with your references in case your references are contacted by phone.
- **Consider maintaining a portfolio or file** of letters of reference, transcripts, and other information that employers may request or you plan to share during the job search.

**Just a reminder:** The people who provide your references should be able to share information about your skills and abilities relevant to the types of positions for which you will be applying. Professional references are typically former or current employers, professors who know you well (preferably from your major field of study or courses which relate to your career goals), colleagues, professionals with whom you have worked on projects, or advisors with whom you have been involved in activities. Three to five references are considered an appropriate number for the reference sheet.

**\*\*\*Use the same header with name, address(es), phone numbers, e-mail address, and other contact information on the References page as what you included on your resume\*\*\***

## **REFERENCES**

### **DR. ROBERT MILLER**

Associate Professor of Business  
Ohio University-Chillicothe  
212 Bennett Hall  
Chillicothe, OH 46752  
(740) 555-7245  
[rmiller@server.edu](mailto:rmiller@server.edu)

*Relationship: Academic Advisor*

### **MS. JANE D. SMITH**

Franchise Manager  
McDonald's Restaurant  
5872 Church Street  
Chillicothe, OH 46752  
(740) 555-1972  
[jdsmith@server.com](mailto:jdsmith@server.com)

*Relationship: Supervisor*

### **MR. MICHAEL S. STANTON**

Regional Manager  
Progressive Property Management  
8374 Parsons Road  
Columbus, OH 43215  
(614) 555-0980 Ext. 214  
[mstanton@server.com](mailto:mstanton@server.com)

*Relationship: Direct Supervisor*

**\*\*\*Center references on the page so you avoid a large margin at the bottom of the reference sheet\*\*\***