



References

References are an important part of your correspondence as they will provide information to prospective employers about you. There are a few important things to keep in mind when selecting references to use:

- You want to select a minimum of three *professional* references. While some employers could also ask for personal references, you generally want to choose references who can attest to your professional and/or academic work ethic, skills, and abilities. Examples of references could be a supervisor at an internship, a coach, a professor, or a mentor.
- When choosing your references, be sure you are choosing people who will give you a strong and positive recommendation!
- **You absolutely MUST ask people if they would mind acting as a reference for you BEFORE you list them on your reference page.** No one likes a surprise phone call or email from an employer asking about you.
- Once your contacts have agreed to act as a reference, be sure to ask them how they would like to be contacted. You will want to have both an email and a phone number listed for them, so be sure to ask which email/phone number they would like to have listed. Most will prefer work information to be listed, but it is always good to double check.
- Be sure to give your references an updated copy of your resume so they can familiarize themselves with all of your experiences and provide them with a job description so they can mention relevant information.

Sample Reference Request

Dear Michael,

I hope all is well with you. I can't believe it has been six months since my internship at XYZ Company ended. Thank you again for providing me with such a beneficial learning experience in the finance department.

I am starting my full-time job search and I wanted to see if you would be willing to serve as a professional reference for me? As my former supervisor, I believe you would be well-positioned to talk about my analytical and teamwork skills, as well as my ability to work under pressure to meet deadlines. I have attached my resume for your review and I can provide you with the job descriptions of specific positions for which I apply.

I look forward to hearing from you, and thanks for your time.

Sincerely,

Melissa

Format

When you create your reference page, be sure you are using the same fonts and style as your resume. If your resume has a header with your name and contact information, it is usually a good idea to use it as a header for your reference page as well. Underneath your information, list each of your references. List your strongest contact first, either one that you have known the longest or one that you have worked with most recently.

The following information should be included for each reference:

- Name
- Position
- Company
- Address (typically professional address)
- Phone (be sure to ask if they want their professional or personal phone number listed)
- Email (again, be sure to ask if they would prefer to use their professional or personal email)
- Relationship (explain your relationship to the reference, i.e. Intern Supervisor, Manager, Professor, etc.)

Sample Reference Page

MELISSA KRAJEWSKI

900 East Maynard Ave. ▪ Columbus, OH 43202 ▪ (614) 123-4567 ▪ krajewski.l@osu.edu

This is the same header as what appears on your resume.

REFERENCES

Michael Scott
Finance Manager
Procter & Gamble
1357 Paper Way
Cincinnati, OH 00001
Phone: 513.555.2158
Email: m.scott@p&g.inc
Relationship: Intern Supervisor

Dwight Schrute
University Orientation Program Coordinator
The Ohio State University
First Year Experience
120 Enarson Hall
154 West 12th Avenue
Columbus, OH 43210
Phone: 614.555.2161
Email: schrute.7878@osu.edu
Relationship: Orientation Leader Supervisor

Bob Vance
Owner, Bob Vance Refrigeration
Bob Vance Refrigeration
1903 Freezer Drive
Scranton, PA 18501
Phone: 570.555.1913
Email: bob.vance@vancerefrigeration.com
Relationship: Intern Supervisor