

Listing Your References

When applying for work, most employers will, at some point, ask you to provide them with a list of references. The savvy job seeker will have a list of references readily available to share. The following guidelines will help you organize a professional reference list.

Choose three to five people to serve as your references. Select individuals who can speak articulately about your ability to get along with others and perform good quality work. Choose from current or previous supervisors, instructors, coworkers or classmates. Pick those who will speak enthusiastically about you and your skills. A strong, positive reference can make a big difference when hiring decisions are made.

Tips and Tricks

- Be sure to ask each person if it is ok to use them as a reference. Never assume. If the answer is yes, provide them with a copy of your current resume.
- **When listing references, use the following format:**
 - Name
 - Relationship to you (Former Supervisor or Current Instructor)
 - Present Title
 - Organization
 - Mailing Address (optional)
 - Phone Number
 - Email
- Take your reference list to each interview. If the interviewer asks, you'll have the information ready in a professional format. Being asked for references is a good sign that the employer is seriously considering hiring you.
- Whenever you give out your reference list, be sure to call your references immediately. Tell them about the organization and position you interviewed for.
- Make sure they know to expect a call and if there are any particular skills or experiences that piqued the employer's interest.
- Keep in touch with your references; send them an email or call once a month with an update when your job searching.
- After you've been offered a job, share the good news with your references. Send a thank you note or your new business card after you've started. Continue to nurture these people who are part of your professional network.

See Example on Reverse Side



Examples

Your Name

Mailing Address

Phone

Email

(Use same format for contact information as used on your resume and cover letter)

References

Dr. Guy Sharp

Former Instructor

Southern Washington University

Vancouver, WA

425-888-5555

gsharp@swu.edu

Anne Baker

Previous Co-Worker

The Cookie Shop

Dough, WA

425-333-5555

prettygirl@yahoo.com

John Ford

Current Supervisor

Lakeland Chevrolet

2468 SE Alder Street

Lakeside, WA 98199

253-253-5555

jford@lakelandchevrolet.com