

Preparing a List of References

by: Steve Snelling

Using your References:

- Use your References, professors, and other professional network contacts for job leads
- Be very specific in telling them what you are looking for
- Let them know your sense of urgency
- Keep following up with them until you get the job you want
- Tell them when you get your new job

Preparing a list of References:

- You should have 4-5 References written up as a separate document, ready to send out to a potential hiring manager, upon request.
- Make sure you have contacted all References you list, and get an agreement from each that they will speak very positively of you, where possible
- List their current work information (title, company, e-mail address, & phone)
- List when you knew them & which company they are a reference for
- If a reference is working at a different company now than when you knew them, state what company they were at when you knew them
- Add this phrase to the bottom of your Resume:

[References will be furnished upon request.]

[see page 2 for a List of References format]

A format for a separate List of References document:

References for [Your Name]

Prepared on: [*put the date the file was last updated*]

1st Company (or Organization)

[*Month/Years this Reference covers (MM/Yr. - MM/Yr.)*]

1st Reference's **Name** & Title

- Relation to you when you worked there (*your boss, or a co-worker, etc.*)
- Location (city & state) of the office or work site
- Reference's current e-mail address & cell phone (or work phone)
- Company or Organization they work for now, if different from when you originally knew them

2nd Reference's **Name** & information (*like above*)
(*from the same company or organization*)

2nd Company (or Organization)

Next Reference's **Name** & information (*like above*)

3rd Company (or Organization)

Next Reference's **Name** & information (*like above*)

4th Company (or Organization)

Next Reference's **Name** & information (*like above*)

5th Company (or Organization)

Next Reference's **Name** & information (*like above*)