



## Career Services

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# References

Professional references should be listed on a separate sheet of paper (not as part of your resume). It is best to provide a concise, targeted list of people who can give an overall view of your abilities and talk about your strengths. Reference checking is usually done by telephone, most often in the final stage of selection. Some employers check references only after hiring; some do not check at all.

### Tips:

- Use a multilayered approach to the list: people you have worked for, professors or advisors, and colleagues with whom you have worked.
- You may want to include on the list what your relationship is to the reference.
- Construct your list with your career objective in mind.
- If your name has changed for any reason, make sure your references know your new name.
- Include people in professional associations who are good personal contacts.

### Do:

- Ask permission of those you wish to list as references.
- Send your references a copy of your current resume.
- Ask your references what they think your strengths and weaknesses are.
- Call your references once you have provided their names to a company. Coach them on what skills or projects to highlight when called.
- Ask them to tell you when they are called for a reference.
- Consider all references as networking contacts.

### Don't:

- Attach your reference sheet to your resume. Save it for the interview. (Unless the employer requests it before the interview.)
- List your references on your resume or say: "References will be provided upon request."

Adapted from: *Career Transition*, Lee Hecht Harrison LLC



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### Sample Reference List

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Your Name  
Address  
Phone, Email

#### References

Charles McCaslin, CEO  
Widget Sound Bite Company  
123 Big Street, Suite 5  
Town, California 99955  
559-555-8889  
McCaslin@provider.com

Daisy Wu, Vice President, Engineering  
Protel Telecommunications  
555 3<sup>rd</sup> Street  
Small City, California 90000  
555-555-6963  
DWu@protel.com

Dr. Manvinder Singh  
School of Business  
University of City  
Box 500  
988 University Ave.  
Big City, California 94000  
415-555-7911  
msingh@uc.edu