REFERENCES

BASICS
- References should always be included when an advertisement specifically calls for them; however, references should ALWAYS be on a separate document from your resume.
- Include three to five professional references who can comment specifically on your work ethic, academic achievement, or involvement in community service, volunteerism, or organizations.
- Include your name and contact information as it appears on your resume.
- Include the header, “References” (See Sample)

WHOM SHOULD YOU ASK?
- Former/Current Supervisors
- Professors
- Academic Advisors
- Contacts from Volunteer Work
- Mentors
- Customers/ Clients
- Colleagues
- Coaches

INFORMATION TO INCLUDE
- Name of person with courtesy title (Ms., Mr., Dr., Prof.)
- Position Title
- Company/Organization
- Mailing Address
- Telephone Number
- Email address

GUIDELINES
- Do not use personal references (friends, family).
- Be sure to ask individuals for permission before listing them as references. Send them the specific job description.
- Keep references informed of your goals by providing them with a current resume and description of what types of positions you are considering. References will then be able to offer a potential employer more information about your achievements and involvement.
- Always ask a reference what information can be included on your reference page (home or work address, home or work phone number, email).
- Be sure to keep your references informed of your job search progress.
- Send your references a note when you get a job to share your good news and to thank them for acting as a reference for you.
- After your job search is complete, maintain contact with your references in case you need to use them again in the future.

EXAMPLE
Dr. Candice Jones
Professor of Psychology
Sunshine University
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Jones@towson.edu
Jane S. Example
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References

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