Developing a List of References

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Tips to Follow When Compiling a List of References

• Choose contacts that will give you a good reference and can speak to your employable skills. Consider the following people you may know:
  o Instructors with whom you have a good relationship
    ▪ Consider a current or past instructor, even a counselor or administrator
    ▪ You can also contact a high school instructor, guidance counselor, or administrator
  o Supervisor at current or past job
  o Colleagues who you work alongside of that can speak to the work that you do
  o Personal contacts should be professional in a field and can speak of you as a person AND worker
    ▪ Try to avoid family members or your best friend

• Contact your potential references and ask permission for you to use their name
  o Ask for updated contact information
  o Inform references that you are applying for jobs, where and for what positions
  o Consider providing a copy of your resume to your references
  o This will allow your reference to be prepared and ready to offer feedback when they are contacted

• List 3-5 references (these can be a combination of professional and personal references)

• You can list your references in one of two ways
  o List references in alphabetical order by last name
  o List by priority order which indicates the order that you want the employer to contact your references

• Use same font (size and style) that is used on cover letter and resume
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References

Reference Name  
Company Name, Position Title  
Company address  
City, State Zip  
Phone number(s) – Home, Cell, Office  
Email address

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