



References

- Select three to five people to serve as references. Choose individuals who know your work from a job, internship, class or volunteer setting. Include at least one former supervisor. Pick people who like your work and will speak *enthusiastically* about you. A strong, positive reference can make the difference in whether you are offered the position.
- Ask each person for permission to use his/her name. If the answer is yes,
 - provide them with a current copy of your résumé.
- Stay in touch with your references; call monthly to update them on
 - your job search.
- Prepare a list of references. Use the same heading style (name, address, phone, e-mail) as on your résumé. Place the word *References* at the top of the page in large, bold print.

List all references using a consistent format:

Name (in bold)
(Relationship to you,
i.e. Former Supervisor at ABC Company)
Present title
Organization
Address (optional)
Phone number
E-mail (optional)

- Take your list of references to each interview. If the interviewer asks, you'll have the information in a professional format. Being asked for your list is a good sign that the employer is interested in you for the job!
- Whenever you give out your references page, call each person the same day. Tell them about the organization and position you interviewed for. Your call helps them customize their comments and usually results in a better reference for you.
- When you land a job, call with the good news! Send a thank-you card and

- include your new phone number or business card. Continue to nurture these relationships! These people are your cheerleaders.

Example of References List

Your Name
Street Address
City, State, Zip Code
E-mail
Phone Number
(Use same layout as your résumé)

References

Paula Smith
Paralegal Instructor
Edmonds Community College
Lynnwood, WA
(425) 640-1888

Sam Taylor
Office Manager
(My manager at the XYZ Company)
ABC Company
Bellevue, WA
(425) 454-7784

John Fogard
(My former supervisor)
Mainstream Associates
Seattle, WA 98103
(206) 443-2222