

Professional References:

Professional Reference Guidelines

- Use the same header for your references sheet as you did on your resume and cover letter
- Have at least 5 references to select from when you start your search, as many employers ask for 3-5 references
- When asking people to serve as a reference, keep in mind that a reference needs to be someone who knows you well and can speak about your strengths, skills, and work ethic
 - Consider connecting with current or former employers, professors, advisors, coaches, supervisors from long-term volunteer work, etc.
 - Do not include personal references unless the employer has specially requested them
- If a reference is no longer with the organization where you worked with them, list their current contact information along with their previous title and company
- Make sure you have notified your references that they might be contacted and ensure that you keep them updated on your search
 - Some references will request a copy of your current resume and the position description(s) for the job(s) you are applying for- this is normal and helps your reference tailor their responses to the specific employer they are speaking with

Key Information to Include

- ***First and Last Name***
- ***Current Title and Company***
- ***Relationship (i.e., Current Supervisor, Former or Previous Supervisor, Current Co-Worker, etc.)***
- ***E-mail Address***
- ***Telephone Number***
 - Make sure to include the area code!

***Take a peek at Jill Jobseeker's
sample reference sheet on the next page!***

Jill Jobseeker

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Professional References

Leonard Hofstadter

Owner, Hair Works Salon

Current Supervisor

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Phone- (360) 689-5542

Dr. Amy Farrah Fowler

Professor of Marketing and Advisor of DECA, Washington State University Vancouver

Current Professor and Club Advisor

E-mail- amy.farah.fowler@vancouver.wsu.edu

Phone- (360) 543-1234

Dr. Sheldon Cooper

Associate Professor of Marketing, Washington State University Vancouver

Previous Professor and Research Supervisor

E-mail- sheldon.cooper@vancouver.wsu.edu

Phone- (360) 543-3210

Bernadette Rostenkowski

Owner, Perms Plus Salon (Former owner of Hair Works Salon)

Former Supervisor

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Phone- (209) 955-6859