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!
Professional References

Leonard Hofstadter
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Current Supervisor
  E-mail- leonard@hairworkssalon.com
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Current Professor and Club Advisor
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  Phone- (360) 543-1234

Dr. Sheldon Cooper
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  Phone- (360) 543-3210

Bernadette Rostenkowski
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Former Supervisor
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  Phone- (209) 955-6859