Considerations for References

WHO SHOULD SERVE AS A REFERENCE?
- Current or former supervisors, professors, coaches, etc.
- Professionals who know your work style, can attest to your performance, time management, punctuality, professionalism and ability to do work.
- Should not be family, friends or peers; those are personal references.
- Select those who worked with you in positions most related to the prospective job, or have the most prestige.

PREPARING REFERENCES
- Typically provide at least 3 references, with 1 or 2 alternates ready.
- Always get permission before listing anybody as a reference.
- Share your resume and the job description with your references.
- Organized neatly, following similar formatting style as your resume.

WHEN A LETTER OF RECOMMENDATION IS REQUESTED
- Follow any and all given instructions carefully.
- Ask your references well in advance (4-6 weeks) for a well written letter.

ADDITIONAL CONSIDERATIONS
- References may be asked to verify facts or claims you’ve made.
- Thank your references for their assistance and time!

FORMAT
- Honorific (Dr., Ms., etc.) + Name (First + Last)
- Title
- Organization
- Relation (How do they know you?)
- Preferred contact email
- Preferred contact phone number

ADDITIONAL RESOURCES
References vs. Letters of Recommendation