

## 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, and ability to do work
- Select those who worked with you in positions most related to the prospective job or have the most prestige
- Should **not** be family, friends or peers

### Provide At Least 3 References

- **Always get permission before listing anyone as a reference**
- Provide at least 3 references, with 1 or 2 alternates ready
- Neatly organize listing of references, following similar formatting style as your resume
- Only provide upon request
- Inform references that you have submitted their names and provide details about the company and role
- Thank your references for their assistance and time

**Did they request a letter of recommendation instead of references?**

If so, follow instructions provided by the interviewers and ask your references 4-6 weeks in advance for a well-written letter.

HOW TO LIST REFERENCES	
Honorific (Dr., Ms., etc.) + Name (First + Last) Title Organization Relation (How do they know you?) Preferred contact email Preferred contact phone number	Dr. Gabrielle Santos Professor of Mechanical Engineering Boston University Lab Supervisor email@bu.edu 617-555-5555