Things to Know:

1. **Who to ask?**
   Ask anyone who knows you in a professional or academic setting (e.g. professors, supervisors, etc.). It is better to select someone who knows you well and can articulate clearly why you would make a successful employee versus someone with a fancy title who doesn’t know much about you. *You may wish to give a copy of your resume to your recommenders so they can talk about you more holistically.*

2. **Great is better than good.**
   Be sure to ask your references if they can give you a strong recommendation. If they can’t or seem hesitant, find someone else.

3. **Be ready.**
   Employers will ask for your references when they want them, so don’t send that information until it is requested. However, it’s important to be prepared, so talk with your references in advance and have your reference sheet ready when you begin applying for positions.

4. **Have on hand.**
   When you go to your interview, if they have not already asked for your references, bring enough copies of your reference sheet to give to each person you’re meeting with. That way if they ask if you have any references, you’re prepared right there to provide them.

5. **Use resume paper.**
   Whatever paper/color your resume is on, your references and cover letter should be put on matching paper.

What to Include:

1. **(Your) contact information**
   Should appear at the top of your reference page just as it does on your resume.

2. **Heading (titled “References”)**
   Should also appear in the same format as your resume.

3. **References**
   Include the following information about your references:
   - Name
   - Title
   - Organization
   - Address
   - Phone
   - Email
   - Length and nature of relationship

   *example on back →*
Example: (Corresponding resume found in “Strategic Resume Writing Guide” in 135 Johnston Hall)

John Senior

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(612) 444-4444 • seni0000@tc.umn.edu

REFERENCES

• Lee Chen
  Floor Manager
  Dayton’s
  0001 Nicollet Mall
  Minneapolis, MN  55555
  (612) 555-5555
  chen@yahoo.net.com
  Supervisor, 2 years

• Lashonda Green
  Manager
  Perkin’s Restaurant
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  Roseville, MN  11111
  (651) 111-1111
  Supervisor, 2 years

• Barney Rubble
  Faculty Advisor
  Public Relations Student Society
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  101 Pleasant Street SE
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  (612) 333-3333
  brubble@tc.umn.edu
  Advisor, 2 years