

REFERENCES

- References should include people who can endorse your work habits, work ethic, personal attributes and have known you for at least a year.
- Ask permission before including them on your list of references.
- References may include supervisors, customers, vendors, faculty, co-workers, business associates etc.
- Do not include references when submitting your resume unless asked.
- Bring several copies of your references to the interview.
- Contact each reference immediately following the interview to give them the scoop on the specific job and employer who will be calling.
- Keep references updated- add and delete references as you grow in your career
- Include 3 to 4 reference on a sheet and choose references from your list that will be helpful and relevant to this particular job.

FORMULA FOR CITING REFERENCES:

NAME
TITLE
COMPANY OR ORGANIZATION
ADDRESS
CITY, STATE
(AREA CODE) PHONE NUMBER