

## References Available Upon Request

Key to an application for any position are your references. Potential employers look to people who know you and your work to provide them with useful information during the hiring process. These will be people who have worked with you and/or known you for a period of time. Common practice is to include on your list three professional references and two or three character references. Professional references that will be able to talk about the quality of your work might include: former employers, faculty, supervisors, etc. Character references might include: volunteer supervisor, religious leader, family friend who knows your strengths and experiences.

For all references, it is imperative to call or write them in advance to ask permission to use them as a reference and to update them on your current goals and job search. Give them a copy of your current resume and the qualifications required for the position you seek. Do not list someone as a reference if you doubt that they can give you a positive reference. You may be asked to include references on an application form or you may submit your list on a separate sheet of paper.

Your reference page will be separate from your resume and cover letter. Head it with the following: References for [Your Name]. As you compile your list, be sure to include for each reference:

Name  
Business, Agency or Organization  
Address  
Phone number  
Email address

People are often willing to recommend you for a position, but you will improve your chances of a positive reference if you help to prepare your references in advance. If possible, meet with them to explain your career plans and how they can help you. Give them a current copy of your resume, your statement of intent (if applying to graduate school) or the job announcement. Remind them of your skills, strengths and experiences. Describe your short and mid-term goals for work. Explain to them why you're a strong candidate for the position.

Stay current with people on your reference list by keeping them abreast of your current work activity or job search. Call or email them from time to time to update them on your work situation and notify them of any changes you make. When you finally get a job, notify all your references and thank them for their support. These suggestions are business protocol and common courtesy for anyone requesting a reference. Remember, your references are part of your network and need to be nurtured!

## **Sample:**

### **References for Leila Blankenship**

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