

Reference List Guide

General Guidelines:

Companies ask for references to verify the information included on your resume and get insight into your character. Below please find tips of how to prepare your references.

- Keep your reference list consistent with your resume. That is, use the same paper, typeface and heading format.
- Ask for permission before you list someone as a reference.
- Ask if they have any reservations about providing a reference for you. If so, you may want to ask someone else.
- List three references in the order in which you want them to be contacted. Begin with including the professional and/or academic references that correspond to the experiences listed on your resume. Use personal references as a last resort.
- Prepare your reference before they are contacted.
 - Give them a copy of your resume and keep them apprised of your progress.
 - Let them know when to expect a reference call and who may be calling.
 - Describe the position that you are applying for and ask your reference to highlight the experiences that are most relevant to the position you are seeking.
 - Remember that they are probably providing references for many students, so help them help you.
- Let your references know the outcome of your job search. Be sure to send a thank you note acknowledging them for their assistance.
- Bring extra copies of your reference list to an interview (along with extra copies of your resume.)
- Only provide the references when the employer requests them.

Sample Reference List:

First Last Name

310.555.1212 | Los Angeles, CA | fristlastname@gmail.com

LIST OF REFERENCES

Dr. Susan Brown
Professor
Department of Communications
Santa Monica College
(310) 434-8002
Brown_susan@smc.edu

Dr. Margaret Jones
Associate Professor
Department of Computer Science
Santa Monica College
(310) 434-8062
Jones_margaret@smc.edu

Victoria Mason
Store Manager
Macy's Department Store
(424) 608-1923
Mason_victoria@macy's.com