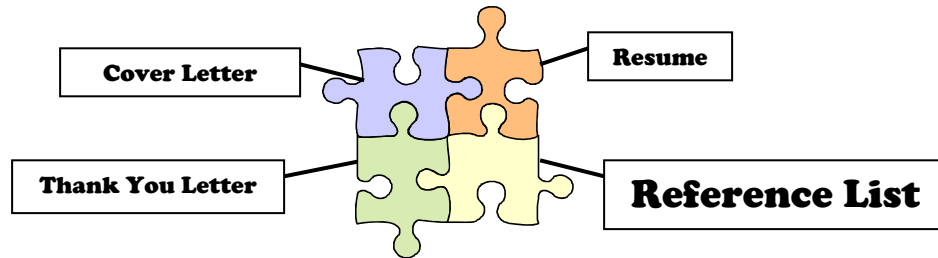


Career Correspondence: *Reference List*

Most job applicants today provide a list of references that prospective employers can contact to verify employment and discuss job performance.



The Nuts & Bolts of the Reference list

- Before adding anyone's name to your list, you should always ASK if that person is willing and comfortable providing a reference for you. Never assume a positive or appropriate reference. If the person seems uncomfortable about providing a reference for you, cross them off your list.
- All references should be related to business, academics or volunteer work. Personal references should not be included.
- Refresh your reference's memory of key accomplishments you achieved with them so they can be comfortable relating positive specifics about your performance.
- Provide 3-5 references in a separate handout "reference list"; do not include "references available upon request" at the bottom of your resume.



How to Structure the Reference list

- Begin by copying and pasting the name header that you have on your resume to your reference list
 - Follow the same format as on your resume (if the title headers are on the left, place your "reference" title header on the left; if the title headers are in the center, place your "reference" title header in the center, etc.)
- Make a list of your three to five reference contacts. Be sure to include:
 - Reference Name
 - Title
 - Company
 - Company address
 - Contact information

Review the sample on the back page. Use for inspiration but do not copy word for word!

Jill Student

3590 Monroe Avenue, Apt. 3
Rochester, NY 14620
585.555.1212 ▪ myemail@aol.com

REFERENCES

Thomas Doe
Volunteer Coordinator
Action for a Better Community
123 Main Street
Rochester, NY 14604
Tdoe@abc.org
(585) 555-6666

Joanne Manager
Internship Supervisor
ABC Advertising Agency
2345 East Avenue
Rochester, NY 14666
Jmanager@abc.com
(585) 461-5555 ext. 2345

Kim Smith
Store Manager
Wegmans Food Markets, Inc.
1234 Pittsford-Palmyra Road
Fairport, NY 14450
ksmith@wegmans.com
(585) 223-5555