



## References Guidelines

References are an important component of the job search process. Generally, they are sent or given only when an employer requests them.

### DO

- Create a separate reference sheet that includes your name and contact information at the top. Ideally, this header should match your resume and should be printed on the same type of paper as your resume.
- Be sure to ask each individual before listing him/her as a reference.
- Choose 3-5 references who are familiar with your experience, skills, accomplishments, and can attest to your character and positive personable attributes. (Examples include: faculty or university staff members, previous work supervisors, clinical or practicum instructors, coaches, and internship supervisors). If possible, provide the references a copy of your resume and educate them on your career goals.
- Make sure to include the name, title, employer, business address, telephone number, and email address of the reference. If necessary when an obvious connection cannot be drawn, add a line describing your relationship with that individual.
- Use a title such as Mr., Ms., or Dr. to make it easier for the reader and to follow appropriate business etiquette guidelines.

### DON'T

- List your supervisors or references within the body of your resume.
- List "References available upon request" at the bottom of your resume.
- Include personal references (Family members, friends, clergy).
- Forget to take additional copies of your references with you to interviews.

**\*\*\*\*\*See reverse side for an example of a reference page\*\*\*\*\***

## References

### **Mark Spencer, PhD (or Dr. Mark Spencer)**

Relationship: Former professor  
Associate Professor of English  
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### **Ms. Bess Treitter**

Relationship: Former supervisor  
Special Events Coordinator  
Charity Foundation of Missouri  
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### **Ms. Lisa Smith**

Relationship: Supervisor for on-campus job  
Director of Residence Life  
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