

## References

Think carefully and strategically about your references, who should speak of your performance in glowing terms. After all, employers are asking for these references to learn more about you as a potential employee. Always get permission *prior* to listing someone as a reference. It is a good idea to send them a copy of the position description and a copy of your resume prior to your interview. Remember to let your reference know when you're hired.

Bring reference list to an interview. It will set you apart from the average candidate.



Add a brief description of your reference's relationship to you and in what capacity he/she would be able to speak regarding your skills and abilities.



YOUR NAME	
340 Foothill Blvd., Claremont, CA 91711   909.621.0000   email	
<b>College Address</b>	<b>Permanent Address</b>
340 E. Foothill Blvd.	123 Some Street
Claremont, CA 91711	Summerland, CA 93067
909.624.1234	818.555.4321
<b>REFERENCES</b>	
Name, Title	
Company/Organization	
Address	
City, State, Zip	
Phone and Email	
Mr. Reference was my direct supervisor at ABC Company. He can attest to my customer service skills and interest in learning new systems.	
Name, Title	
Company/Organization	
Address	
City, State, Zip	
Phone and Email	
Name, Title	
Company/Organization	
Address	
City, State, Zip	
Phone and Email	

### Tip:

Three to five references are appropriate. Ask professors in whose class you have excelled or with whom you've done research, a staff member who has mentored you, a current or previous work supervisor or a coworker with whom you've worked closely on a project.