

## 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

**College Address**  
340 E. Foothill Blvd.  
Claremont, CA 91711  
909.624.1234

**Permanent Address**  
123 Some Street  
Summerland, CA 93067  
818.555.4321

**REFERENCES**

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.