

PROFESSIONAL REFERENCES

References are people who can speak to your ability to do the work required for the position and who can also speak about your work ethic, technical/theoretical knowledge base and your ability to grow beyond the position for which you are currently applying. If you are applying for graduate schools or certification programs, your references will need to speak about your ability to handle the academic requirements of the program, your scholarly achievements and your commitment to the field. You will typically be required to provide 3-5 references.

Possible References

- Supervisors and former supervisors are great references. They have worked directly with you and can give an honest, yet positive assessment of your abilities.
- Listing a college professor with whom you worked closely is a good idea. An employer will be able to learn about your research interests and where you learned your skills.
- Academic and organization advisors can also be good resources. They are individuals who know you and your experiences related to the field you are about to enter.

Final Notes on References

1. Make sure you have permission to use someone as a reference. You can't expect someone to talk highly about you if you don't ask for their permission for employers to call them.
2. Your reference page should use the same header (name and contact information) as your resume.
3. When asking someone to be a reference, talk to them about what types of things they will say about you. **If the individual can only give negative comments about you or is vague about your experiences and skills, don't list them as a reference.**
4. Send your references, your resume and a statement of what types of positions to which you are applying.
5. Keep your references informed of how your search is going and what organizations received their name.
6. Let them know when you get offers and accept a position.
7. Thank your references. You should be grateful that they are helping you in your job search. A thank-you note shows that you appreciate their assistance.

REFERENCES SAMPLE

C. Alan Arthur

129 Tarmac Road
Millersville, PA 17551
(717) 555-7737
carthur@comcast.net

REFERENCES:

Mr. Carl Carlson
Shift Supervisor
Springfield Nuclear Power Plant
227 Fallout Avenue S
Springfield, PA 12345
(717) 555-6853
ccsnpp@snpp.com

Dr. Nicholas Riviera
Professor of Biology
Millersville University
P.O. Box 1002
Millersville, PA 17551
(717) 555-2663
n.riviera@hotmail.com

Ms. Selma Bouvier
Assistant Director
Department of Motor Vehicles, Lancaster Office
227 Driveway Boulevard
Lancaster, PA 17603
(717) 555-2277
Bouvier2784@gmail.com

Dr. John Smith
Director of Special Projects
Lancaster General Hospital
Lancaster PA 17603
(717) 555-5555
js@lancastergeneral.net