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Reference Page

When seeking job references you are more often than not asking individuals to be a **verbal reference** for you. When asked, you will supply your potential employer with a list of your references and their contact information. This is called your **reference list**.

Most potential employers (for both jobs and internships) will request a list of references at some point in the search process. Many employers only ask for references from candidates they are seriously considering; others request references from all applicants. Your reference list is an important document that should be as professional as your resume and cover letter.

Your reference list should be typed and printed on a separate document. Like your resume and cover letter, it will also be printed on quality resume paper.

The format of your reference page should match the format on your resume (i.e. font & name heading). This will make it easy for the employer to identify that the 2 documents go together.

You will include a minimum of 3 professional references. Consider your current internship supervisor, a faculty member you may have established a strong relationship with, and any former boss that could speak highly of you.

Your reference cannot be a family member or a close friend; it should be someone who can speak highly of you, but on a professional level, not personal.

It is important that you ask your reference BEFORE you give their name, you do not want to catch them off guard and you certainly do not want to run the risk that they may not speak highly of you. Keep in mind that your references can have a major impact on advancing your job search.

Be sure to include their full contact information and ask which e-mail & phone number they prefer you submit on your reference sheet.

Always follow-up with a thank you letter and update them on the outcome of your job search.

Also, don't forget! Ask permission from references **before** you list them!

Send each reference a copy of your resume.

Discuss the content of your resume and your personality, accomplishments, and skills with each person; remember, you want them to speak knowledgably and well of you.



Request for Reference Letter: Sample

April 12, 2017

Dear Kat,

I am writing to ask if you would be willing to write a letter of recommendation for me. I was a student in your fall 2011 CSV 302 class; Michele Pearce, a junior biology major, with a premed track. I am currently applying for STEP UP, a research program targeted towards underrepresented undergraduate students with an interest in health professions. The letter of recommendation is due by February 15, 2012.

I chose to apply to this research program because it will give me a wide range of experiences in different areas such as diabetes, obesity, and kidney diseases. I chose to ask you to write this letter because I feel my experience in your class has been the most important factor in my development of my leadership and interpersonal skills. The many skills acquired in your class will follow me throughout my career.

I believe you are aware through many conversations in class that I am dedicated to getting into medical school. I am currently fulfilling the pre-requisite classes needed in order to take the medical school admissions exams. At the same time, it is extremely valuable as a medical school applicant to have research experience and I am positive this program will give me the experience needed. As my CSV instructor, I believe you can best speak to how I handle troubling situations and stress; those are qualities the program selection committee will be looking for in the candidates.

Enclosed with this letter is a copy of my resume along with a description of the STEP UP program for you to use as a reference. I have also included a form requested to be completed by the program and a stamped addressed envelope. The letter is due by August 15, 2017 by mail or email to the following address: *(excluded from sample)*

Thank you in advance for your time and consideration. I really enjoyed my time as a mentor and as your student in CSV. I'll take the things I learned in that experience and apply it to my life's work.

Sincerely,

Michele Pearce



References of Albert Pinterest

228 Roosevelt Hall, Kingston, RI 02881 * 401-874-5117 * Apinterest@gmail.com

Sheila Brooks, Editor
The Good 5 Cent Cigar
223 Roosevelt Hall, Kingston, RI 02881
(401) 874-5119
sbrooks@uri.edu

David Cameroon, Faculty Advisor
URI Student Senate
22 Memorial Union, Kingston, RI 02881
(401) 874-5623
dcameroon@uri.edu

Phillip Phillips, Manager
Chello's on the Water
36 Bayside Drive, Warwick, RI 02886
(401) 884-5230

Letters of Reference

You will seek letters of reference when applying to graduate school as well as when applying for some educational programs, scholarships, etc...All graduate programs have different application requirements, so be sure to carefully follow requirements, including any specifics regarding the content and submission of your letters of recommendation.

Most graduate programs require you to have a *minimum* of one letter of reference from a faculty member (a professor who has taught and graded you). If you have not already developed a relationship with a faculty member, it is important for you to begin to develop that relationship now!

You would ask for letters of recommendation once you begin the graduate school application process and not earlier. If you're planning to apply to graduate school in a couple of years, you would ask potential references if they would be willing to be a reference at that time. If they say yes, you will continue to stay in touch with this individual throughout this time to maintain the relationship and update them on your professional endeavors.

As always, follow-up with a thank you note and update your reference with the outcome of your application.

Thank You Note

It is gracious to follow up an interview with a short note of thanks. This allows you to reaffirm your interest in a job or mention anything you forgot to bring up previously. The lack of a follow-up response may signal a lack of interest. A thank you should be brief, sincere, and most importantly remind the interviewer of you, your particular qualifications and/or of subjects you discussed during the interview.

A thank you letter should be sent within two days following the interview, and it may be typed or neatly handwritten. (We recommend typing letters to business employers.) Personalized stationery is appropriate, although not necessary, as long as it is plain in design and color.

Like a cover letter, a thank you letter should be individually composed and geared to each organization and interviewer. If you interviewed with more than one individual at the same organization, separate letters reflecting the specific discussions with each interviewer may be sent. At the very least, a letter should be sent to the individual who was responsible for organizing your interviews with a request to thank others with whom you met.

Any substantive interactions you have with employers should be followed by a note from you. Acknowledgments, acceptances, and rejections of job offers should also be handled in writing, even if they merely reiterate an earlier phone call. Be certain to make the purpose of your letter obvious, especially in rejecting an offer. In an effort to be diplomatic, students sometimes fail to state that they are turning down the job.

Sample E-mail

To: mlaverty@shoremedia
From: apinterest@gmail.com
Subject: Interview for Music and Lifestyle Publicity Coordinator

Dear Ms. Laverty,

It was a great pleasure to meet with you on the 27th of February. The information you provided regarding Shore Fire Media's new client list and use of cutting edge technology further excited me about the position of Music and Lifestyle Publicity Coordinator. I was recently honored by my peers on the Student Entertainment Committee and given the award of 2012 MVP for my marketing skills. I wanted to reiterate my enthusiasm and look forward to hearing from you.

Sincerely,

Albert Pinterest