

Creating a List of References

Often firms will ask for a list of references. You should have your list ready. It can be the same list you used to get into law school, or you may choose to add or remove people. Professors and bosses are both acceptable. Make sure your references know you are going to use them. Make sure you know what they are going to say.

All you need is a list with their contact information. Have the top of the page mirror your resume. See sample below.

Leland Stanford

Address • Palo Alto, CA 94115 • Phone • email@gmail.com

References

Larry Kramer, Esq.

Dean, Stanford Law School

650.724.5000

lkramer@law.stanford.edu

Dean Kramer was my professor. I earned the Gerald Gunther Prize in his class.

Herb Hoover

President, Hoover Geology

650.724.5000

hhoover@gmail.com

Mr. Hoover was my boss for two summers, and directly supervised me.

Senator Ima Starr

House of Congress

800.999.1212

lstarr@congress.gov

I worked directly for Sen. Starr during my junior year in college.

John Partner, Esq.

CEO, BigLaw Inc.

800.333.9090

jpartner@biglaw.com

Mr. Partner is the hiring partner at BigLaw, where I was a summer associate. I worked directly with him on several projects.