

# References List Guide

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The References List should be on a **separate sheet of paper**, and not attached to your resume. Before submitting a list of references to an employer/college or university, you must ask the individuals that you are listing if they would be willing to be a positive reference for you. Use the same heading that you used on your resume on this list. Do not include the sentence “references available upon request” in any of your career documents (resume, cover letter, personal statement etc.), as they will ask for references if they want them. Here is how you set up your list:

## Person of Reference Name, Title/Affiliation to You

Company or Organization Name

Company or Organization Address

City, State Zip Code

Work Phone number (if person is willing to be contacted by phone)

Work Email address (if person is willing to be contacted by email)

\*\*\*Make sure you ask the individual before you apply to a position. Once they have confirmed that they will be a positive reference, make sure you keep them up to date on your search and positions that you have applied for. You do not want a reference caught off guard by a potential employer! For example, if you have only been applying to be a school counselor but also submitted one application to be an Assistant Director of International Student Services at a college, make sure the references know that you are applying to positions other than your main search!\*\*\*

## Who can be a reference?

- Individuals who know your work style, can attest to your performance, time management, professionalism on the job and ability to do the work, and other positive attributes that would be beneficial for a future place of employment are great references.
- Anyone from a significant professional experience that you have had... this includes: part-time, full-time, internship, and volunteer positions.
- Individuals on your reference list may include current or past supervisors, faculty members, campus staff or advisors, athletic coaches or anyone in a professional position who can speak about your character, skills and work ethic.
- References should NOT be family, friends or peers.
- Choose people who have known you for at least three months, though the longer they have known and worked with you, the better.
- If you must choose between several people who know you well, select those who witnessed you in positions most related to the position that you are applying to.

## Sample Reference List Format

### WALT STREET

122 Corporation Lane • Albany, NY 12210 • (518) 432-1012 • WaltStreet@gmail.com

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### REFERENCES

#### Heather Smith, Financial Advisor/Internship Supervisor

AXA Advisors

1234 Park Avenue, Suite 123

New York, New York 10020

(123) 456-7890

browns@advisor.com

#### Elizabeth Smith, Ph.D., Professor of Psychology/Faculty Advisor

Russell Sage College

65 1<sup>st</sup> Street

Troy, NY 12180

(518) 292- 2229

smithe@sage.edu

## Office of Career Planning Contact Information

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**Email:** troycareerplanning@sage.edu or albanycareerplanning@sage.edu

**Appointments:** sage.joinhandshake.com

**Office Hours:** Monday- Friday, 8:30am-5pm



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