

SAMPLE LIST OF REFERENCES

NAME

Current/School Address City, State, Zip Phone Email

REFERENCES

Mr. George Smith
Marketing Director
Ad Company
540 Lexington St.
Waltham, MA 02542
781.555.6117
gsmith@ad.com

Mr. Smith supervised my employment for two years at Ad Company.

Dr. Carla Johnson
Department of Economics
Tufts University
Medford, MA 02155
617.555.2307
Carla.Johnson@tufts.edu

Dr. Johnson is my Academic Advisor at Tufts University, where she guides me in making decisions about my major course of study. She is also a member of my senior thesis committee.

Ms. Gale Mitchell
Training Supervisor
XYZ Company
49 Brattle St
Cambridge, MA 02138
617.555.2222
gmitchell@xyz.com

Ms. Mitchell was my manager at XYZ Company, and she can best describe my customer service and retail experience.

Use the same name/address heading that you have on your resume for your list of references.

Always list a telephone number as it is most likely that your references will want to discuss your previous performance in a phone call.

WHAT IS A "LIST OF REFERENCES" AND WHEN WILL I NEED ONE?

- Most employers will ask for "references," which entail a phone conversation with someone who knows your work. In some instances, employers may require written recommendations and will specify this in their job postings.
- Be ready to offer three references from current or former employers, professors who have taught one or more of your courses, and others who have supervised or worked with you in a **professional context**. Do not list family members, neighbors, friends and other personal contacts unless they have supervised your work in a professional or academic setting.
- Check with your references *before* you give their contact info to a prospective employer. Provide them with a copy of your resume, a job description, and the highlights of your work with them that are relevant to the new position.
- Use the same name/address heading as you do on your resume in case it gets separated from your resume and the same color/quality paper for the reference sheet if submitting in hard copy.