

# References 101



Find references that will be able to speak to your strengths and accomplishments in the workplace or volunteer setting. Avoid family and friends.



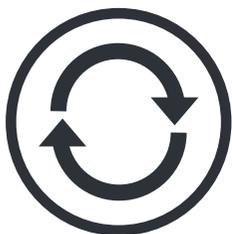
Supply your references with a list of your accomplishments and involvements to help your references fill in the rest of your professional picture.



Ask. Never include someone as a reference without first asking if they are free and able to act as one. Make sure they are relevant references, able to offer a positive recommendation.



Give your references a heads up so that they know to expect a call. Help them identify the call by supplying as much information as possible.



Offer your references updates on your application process. Especially make sure to tell them if you received the job. Above all else, send a thank-you note!



Nurture the relationships you have with references. These are strong connections that could be beneficial to your growth any point in your life and career.

Adapted with permission from University of Maryland's Terp Guide.

## SAMPLE REFERENCE SHEET

### References

#### **OLIVIA K. SMITH**

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Dr. Alex Cline  
*Professor, Department of Psychology*  
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Ms. Amy Watts  
*Assistant Director, Orientation Office*  
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Mr. Ace Collins  
*Volunteer Coordinator, Helping Hands*  
5142 Slate Avenue  
Providence, RI 02909  
546-000-0000  
acecollins@helpinghands.net

- You can also include a bullet of how you know this professional and what they can speak towards. i.e., Mr. Collins was my internship advisor at Helping Hands during Spring 20XX. He can speak towards my time management skills and dedication.