
REFERENCES



career-advising.ndsu.edu

306 Ceres Hall | 701-231-7111 | ndsu.cac@ndsu.edu

No appointment necessary. Drop in anytime during studio hours: Monday-Friday, 8 a.m. – 4 p.m. If an appointment is desired, email us.

Services include:

- Academic advising
- Career and major exploration
- Resume and cover letter review
- Interview preparation
- Job/Internship board
- Internship Program
- Career fairs and expos
- LinkedIn profile assistance
- Navigating job offers
- Graduate school preparation
- Career Closet

Services are available to all undergraduate and graduate students, as well as alumni.

REFERENCES

References should be people who can critique your performance in past employment, education or community activities, such as supervisors, professors, volunteer coordinators, advisers or coaches. Unless specified, three to five contacts are typical for a reference sheet.

Tips:

- References should be professional or academic references – do not use parents or close personal friends.
- Ask for permission before using someone as a reference; send each reference a relevant job description and resume.
- Submit references to employers only when they are requested.
- Let your references know you are in a job search so they can be prepared if they are contacted.

First M. Last

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REFERENCES

Dr. John Scott

Adviser/Professor

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Association: Former professor and adviser

Length of association: 3 years

Jane Reynolds

Owner

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Association: Current supervisor

Length of association: 1 year

Alice Haney

Executive Director

Helping Homes, Inc.

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Association: Past supervisor

Length of association: 2 years