

# REFERENCE LIST

A reference list includes people who have direct knowledge of your skills, qualifications, and experience. It is provided to an employer upon their request.

## REFERENCES

- List 3-5 people as references.
- References should be from professional and academic experiences only. No personal references.
- The list should include each reference's name, title, organization, contact information, and relationship to you.

### Ask first

- Ask your references permission before listing them and ensure they will give the employer positive information.
- Each time you expect your references to be contacted:
  - Let them know and ask them to return the call promptly, if necessary.
  - Send them a copy of your current resume and a job description of the position for which you are applying.
  - Explain why you are an excellent candidate. Plant the seeds for what you want shared with the employer.

### How to

- Do not send your reference list with your resume (unless requested).
- Save your reference list as "Your Name References" (ex. Arioch Huntington References) in PDF format.

### Thank you

- Send each reference a thank you note once your job search has concluded.
- Remember, you might need their help again in the future!

### Arioch Huntington

[huntingtona@wit.edu](mailto:huntingtona@wit.edu) | 617.123.4567 | [linkedin.com/huntingtona](https://www.linkedin.com/in/huntingtona) | Boston, MA

• Use the same header as your resume and cover letter.

#### REFERENCES

##### Name (Mr./Ms. First & Last)

Title  
Organization  
Organization's Address  
Phone # (ext. if necessary)  
E-mail address

Brief description of your relationship to this person. This may include in what capacity you have worked with the individual, on what projects detailed on your resume, and for how long.

• Create a subtitle that reads "REFERENCES."

• Create space between each reference so the descriptions do not get confused.

##### Ms. Debra Lounsbury

Assistant Professor, Biomedical Engineering Department  
Wentworth Institute of Technology  
Boston, MA 02115  
617-989-0000

[Lounsburyd@wit.edu](mailto:Lounsburyd@wit.edu)

I was a student in two of Ms. Lounsbury's courses: Integrated Electronics and Engineering in Biomedicine. She is my academic advisor and have often visited her during office hours for career guidance.

• You can write out the full street address or only include the city, state, and zip code.

##### Mr. Brandon Michaels

Director of Manufacturing  
Integrated Electronix  
Boston, MA 02118  
617-123-4567

[Michaelsb@integratedelectronix.com](mailto:Michaelsb@integratedelectronix.com)

Mr. Michaels was my direct supervisor during my spring Co-op with Integrated Electronix. Under his direction, I created a 3D model of the Rectus Femoris muscle using SolidWorks, which is now used in training new intern hires.

• Keep the relationship description short and remember this could potentially be a talking point for when an employer checks your references.

##### Ms. Isabella Ruggles

Crew Manager  
Trader Joe's  
Cambridge, MA 02139  
617-123-4567

[Rugglesi@tj.com](mailto:Rugglesi@tj.com)

Ms. Ruggles hired me as a crew member in 2010. I have been promoted twice during my time with Trader Joe's. She has entrusted me with great responsibilities including training new staff hires, organizing schedules, and managing late night shipments.

• Highlight achievements, awards, honors, or promotions if possible when writing the description of your relationship.

## Arioch Huntington

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Director of Manufacturing

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