

REFERENCE LISTS

CREATING A LIST OF REFERENCES

- When preparing your resume it makes sense to compile a list of references as well. Although you don't have to provide a list of references unless a potential employer asks, it is a good idea to have one ready when you go to an interview.
- Brainstorm three to five relevant contacts—previous supervisors, co-workers, customers, etc. Try to list people who can speak about your professional abilities in different settings (such as an internship supervisor, a professor, a club advisor, & a manager at work).
- The most important step in creating a list of references is **contacting each reference before you submit their name** to make sure they feel comfortable speaking about you. You should brief them on the position you're applying for and give them a copy of your resume. This ensures that your prospective employer doesn't catch them off guard and indicates that you have considered their schedule as well.
- Once you have contacted your chosen references, create a list that includes their names, titles, companies, addresses, phone numbers and email addresses. You might also include a sentence or two about your relationship to them. This is particularly important if they have left the organization where your relationship began.
- List your references in the order in which you would like them contacted. While some prospective employers will contact all listed, some may only get to one or two. Ensure that your best references lead your list.
- Your references list should be on a page separate from your resume. Make sure to include the heading from your resume-- your name and contact information. It's a good idea to use the same style and font as well.
- If they don't specify professional versus personal references, you can include one personal contact such as a colleague in your activities/organizations—not your friends or family. Make sure this contact can speak in a genuine and positive light about your professional abilities.

SAMPLE LIST OF PROFESSIONAL REFERENCES

JANE C. GOPHER

1021 Dulaney Valley Road • Baltimore, Maryland 21204 • 410-337-4000 • Jane.Gopher@goucher.edu

Mindy Davis

Associate Director, Development Office at Goucher College
1021 Dulaney Valley Road | Baltimore, Maryland | 21204
mindy.davis@goucher.edu | 410.337.6191

As a Student Assistant at the Development Office from 2007 to 2008, I designed marketing initiatives for Ms. Davis.

Debbie Chang

Director, Professional Graduate Programs at Goucher College
1021 Dulaney Valley Road | Baltimore, Maryland | 21204
dchang@goucher.edu | 410.337.6000

I assisted Ms. Chang as she marketed and launched a new graduate program at Goucher from spring 2014 to fall 2015.

Clifton Moore

Program Director, Maryland State Arts Council (Formerly Program Coordinator at Maryland Arts Place)
175 East Sharp Street | Baltimore, Maryland | 21230
cmoore@msac.org | 410.889.9402

Mr. Moore was my internship supervisor in summer 2015, when I worked full-time at Maryland Arts Place.

**For other tips & questions contact the CEO at 410-337-6191 or
visit the CEO website at www.goucher.edu/CEO.**