



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 an employer asks, it is a good idea to have one ready when you go to an interview.
- If a potential employer asks for references, create a list of 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.
- Your references list should be on a page separate from your resume. However, 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 2008 to fall 2009.

Clifton Moore

Program Director, Maryland State Arts Council
175 East Sharp Street | Baltimore, Maryland | 21230
cmoore@msac.org | 410.889.9402

Mr. Moore was my internship supervisor in summer 2009, when I worked full-time at the Arts Council.