**List of References**

**When do you need a list of references?**

* Potential employers commonly ask for a list of references whom they might contact (usually by phone) before or after interviewing you.
* Be sure you have such a list at hand when you go to an interview or when you need to fill out an application for employment.
* Sometimes you will be required to collect [letters of recommendation](http://www.bc.edu/content/bc/offices/careers/skills/letters/recomm.html) - usually when applying for graduate school, though occasionally when applying for jobs.

**How many people do you need to serve as references?**

* You should have at least three people on your list.
* If you have been in the work force for a year or more, at least two of these should be professional references, such as from previous employers or close business associates.
* **Always** ask these people if it is okay to list them as references. If they agree, take down their exact job title, the name of the company where they work, and their work address and phone number. You will need to include all of this information on the list you present at job interviews.
* If you can, tell them the type(s) of position you are applying for and the skills and personal characteristics that are being sought.

**Whom should you ask?**

* People who have supervised your work, through your paid jobs, internships or volunteer and extracurricular activities.
* In addition, close business associates can provide references, whether you have worked with them on the job or while planning professional association activities.
* Do not list family members as references.
* People who, preferably, know you in a context that is appropriate to the job to which you are applying (for research positions, you would typically ask professors with whom you had worked; for most other jobs, work and internship supervisors or advisors to extracurricular activities; a **mix** of people who know you in different contexts is probably best).
* People who are willing to say good things about you! If you're not sure, ASK. Be straightforward: "These are the skills my potential employers are looking for. Do you feel that you know me well enough to say positive things about me in these areas?" A less-than-positive recommendation can kill your chances at a job.

**How should you format your list?**

* Do not make the mistake of listing your references on your resume, as it is commonly seen as inappropriate and unprofessional.
* On a separate page, list three people; their exact title, the company they work for, their work address and phone number (add e-mail address if it is available); and their relationship to you ("supervisor at summer internship at Houghton Mifflin," "thesis advisor," "supervisor of volunteers at Cambridge Community Services," etc.).
* The heading should match the heading found on your resume and cover letter.
* Create this using word processing software (such as Microsoft Word)--in other words, don't hand-write it.
* If printing, print on high quality paper in white.

**Stay in touch with your references.**

* Don't forget to send each of your references a thank-you note when your job search is over. Proper etiquette aside, it will help keep your contacts current. You never know when you might need their help again sometime down the road.
* *Source: http://www.bc.edu/offices/careers/skills/letters/refer.html*

FULL NAME

Street Address ⚫ City, State, Zip ⚫ (area code) phone # ⚫ e-mail address

References

(List 3-4 references including email or phone number. Example…)

**John Smith**

* + TAG Teacher / Soccer Coach
  + Chattahoochee High School

5230 Taylor Road

Johns Creek, GA 30022

* + [smith@fultonschools.org](mailto:smith@fultonschools.org)