

Be prepared; take your printed references to your interview. Do not provide as part of your resume, unless asked – and even then, it should be a separate sheet of paper.

Use the same format and heading you used on your cover letter and resume.

References

Name & Professional Title
Name of Workplace
Full Address
City, State, Zip Code
Telephone Number
Email address

Mr. Simon Cowell
Executive Producer
American Idol Productions
6801 Hollywood Boulevard
Hollywood, CA 90028
(323) 555-1212
nextround@idol.com

Ms. Gayle King
Intern Supervisor Harpo Inc.
1058 W Washington Blvd
Chicago, IL 60607
(312) 555-1212
oprahbff@harpo.org

NOTES:

Typically, you should provide 3 – 5 references. The most credible references are people who have supervised you, can attest to your work ethic, or are familiar with your professional skills, such as: Current/Past Supervisors, Work Colleagues, or Professors. Family members are not credible references.

When providing references to a prospective employer, make sure that you provide information that would be included on the person's business card. This includes the reference's name, title, organization, complete address and telephone number of the individual serving as the reference and e-mail addresses. Fax numbers are optional. If you use an honorific (Dr., Mr., Mrs., Rev., etc.) for one reference, use an honorific for all references. You may also include a brief statement explaining your professional relationship to the reference.

IMPORTANT!

Before including someone as a reference, make sure that you contact the person and ask if he/she would be willing to serve as a reference for you. Also, make sure that you keep your references informed about your job search.