



Career Development

REFERENCES

References can be a critical part of the decision-making process for the employer.

- A list of references is not the same as Letters of Recommendation. References are generally called by a prospective employer to inquire additional information about the candidate.
- References should be drawn from people who are in the best position to assess your performance.
- Three to five references is the norm. Choose employers and professors (not personal references).
- Make sure you ask permission to use someone's name in advance as a reference.
- Make sure to supply your references with a copy of your resume and job description.
- Additionally, there is no need to write "References Available Upon Request" at the bottom of your resume. It is understood that references will be available.
- Unless the application instructions direct you otherwise, save your resume, cover letter and references as separate documents.

Here is a sample format for your Reference page:

Your name

Address/City/State/Zip code

Phone/Email

References

Person's name

Job title

Company Name

Phone

Email

- Relationship: Briefly describe how this person knows you.

Person's name

Job title

Company Name

Phone

Email

- Relationship: Briefly describe how this person knows you.

Gwynedd Griffin

Associate Professor of Marketing

Gwynedd Mercy University

215-646-7300, ext: 111

Griffin.g@gmercyu.edu

- Relationship: Professor of completed courses in marketing, management and human resources.