What are References?
- People whom employers can contact for more information about you
- Do not include this information on your resume. Prepare a separate document using the sample shown on this web site.
- Three people are usually the minimum. Try to include a supervisor, if possible. Work colleagues are acceptable references. Do not include family members.

When Are They Used?
- Bring your reference list to the interview so you can supply it, if asked
- Be prepared to send it electronically, if asked
- Some employers may require the list when you apply for a position (usually that is requested in the job posting or application), but only supply the list when asked
- If asked for references, you might inquire if you may suggest that your references contact the employer directly rather than waiting for the employer to contact your references. If permissible, this can streamline the process.

Who Are Suitable References?
- Work related: former or present employers, supervisors, colleagues, customers, suppliers
- Personal: contacts in volunteer organizations where you volunteered, instructors, people whom you have assisted
- Do not include people whom you have known for only a short time.

How to Create a List
- Ask potential references if they are willing to provide you a good reference. If they hesitate, do not use them as a reference. Discuss with them what they might say about you in answer to potential questions that employers may ask.
- Be sure that your references are typically easy to reach or reliable about returning calls to hiring supervisors.
- Provide them with a current resume and job description (if available) for the position of interest
- Contact them after you have given their name to a potential employer. Tell them the name of the department/unit, the position, the name of the person who might be contacting them, if you know it. This will prepare them in advance for the employer to contact them.
- Thank your references by letter, email or phone, if you know they were contacted about you, whether or not you obtained the job.