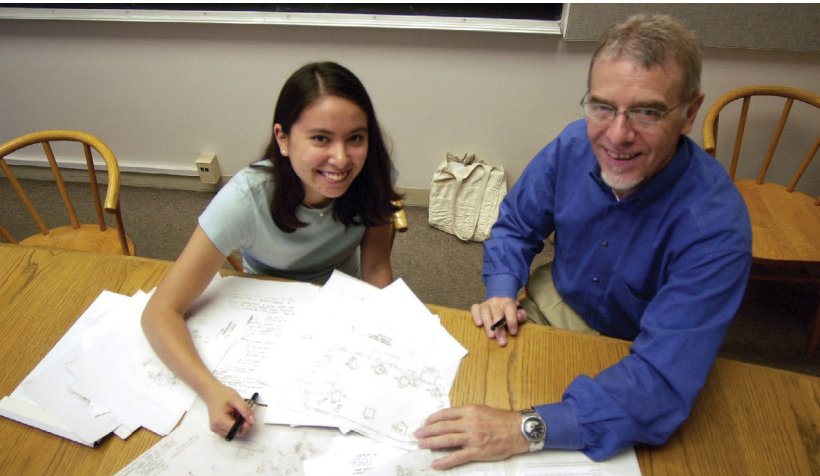


References



Resumes and cover letters win interviews; excellent references can win job offers.

If you are being considered for a job, it is likely that the potential employer will speak with your references. Once you have gotten this far in your job search you must be certain that your references will provide a good recommendation. A less-than-enthusiastic reference at a critical juncture can spell disaster, so select your references carefully.

Who

To identify as many potential references as possible, consider current and former bosses, professors, advisors, volunteer coordinators, co-workers, and subordinates who have first-hand knowledge of your work and abilities. Be sure to find references who know you well enough to speak on your behalf. Roommates, friends, and family members do not make good professional references.

What

Next, call or meet with the people on your list who are likely to deliver a very positive report and have seen you perform well. Begin by explaining that you are in a job search, and then ask whether they would be willing to act as a reference for you. You might say something like: "Dr. Thomas, I will be graduating in May and will be seeking a full-time position. I realize how important references can be, and I was wondering if you would be comfortable serving as a reference?"

The answer will usually be positive. Be prepared to provide a brief idea of what you have been doing recently and the type of position you seek. With past co-workers or supervisors, you may want to state why you left that job because they are likely to be asked by the potential employer. Deliver a current copy of your resume to your references so they will be familiar with your experiences and what you have highlighted for employers.

How Many

You will generally be asked to provide at least three references. It is a good idea to have a "backup" on the list in case one or more of your references is unavailable.

Where

Do not include references on your resume. Names and contact information for references take up a lot of space and usually have little meaning to a potential employer at the "resume stage." Make a separate reference page. Be sure to include your name and contact information at the top. When delivered with your resume and cover letter, the three documents should be complementary and professional. It is a good idea to print all three on the same high-quality bond paper.

Include reference's name, current title, agency or organization with which they are currently affiliated, address, preferred phone number(s), and email address. In some cases, you may also want to note your relationship to the individual, such as a former supervisor at KU Library, particularly if your reference has moved to a new organization. Be certain everything is correct!

When

Provide your reference list to a potential employer only when requested.

Be sure to thank your references at the completion of your job search.

HELPFUL TIPS

- Alert your references that potential employers may be calling and provide them with your most recent resume.
- Notify your references if your name has changed since they knew you.

Sample Reference Page

SUZY SCHOLAR

2201 West Seventh • Lawrence, Kansas 66044 • (785) 555-9876 • sscholar@ku.edu

PROFESSIONAL REFERENCES

Dr. Bob Debits (*Professor for several finance courses*)

Professor of Finance
University of Kansas
School of Business
206 Summerfield
Lawrence, KS 66045
(785) 864-1234 (work)
bdebits@ku.edu

Include your relationship to the reference

Include the reference's current job title and where they work along with current contact information

Susan Boss (*Direct supervisor*)

Sales Manager
Microsoft
10000 Shopping Ave.
Walham, MA 02455
(339) 456-7890 (cell)
sboss@microsoftmail.com

Ask your reference how they would like to be contacted and include only those phone numbers or emails

Ona Reference (*Faculty advisor for Marketing Club*)

Robert C. Smith Distinguished Professor of Marketing
University of Kansas
School of Business
350 Summerfield
Lawrence, KS 66045
(785) 222-1111 (work)
(785) 333-4444 (cell)
onaref@ku.edu

Joe Schmo (*Former supervisor at ABC Manufacturing*)

Owner
Schmo Industries
1234 Main Street South
Kansas City, KS 66543
(913) 999-9999 (work)
(913) 963-8521 (home)
(785) 741-1234 (cell)
schmo@schmoindustries.com

If your reference has changed jobs since you worked with him/her, note that on your reference page