



The best references provide information that is specific, accurate, and flattering. It should encourage employers to have you on their team

Reference Guide

Who should I list as my references?

- Use professional and/or academic references, such as supervisors at part-time jobs, volunteer coordinators from your volunteer work, professors you've taken classes with, and even officers in student organizations.
- Do not use personal references (such as family members and friends).

Do my references have to be from paid jobs I've had?

It doesn't matter, as long you worked together in a professional or academic setting; unpaid internships, volunteer work, and research assistance make for appropriate (and strong) references

Should I notify my references before I apply?

Yes, **always** notify your references before you apply to make them aware of what you're applying for. When references are unaware, awkward hesitations are common in their initial recommendation of you due to the fact that they were surprised with a reference call they didn't expect. Be sure to thank them- even if you don't get the job

Next steps...

- Meet with a career adviser
- Attend *workshops* to learn about effective job search strategies or LinkedIn
- **More Guides from the Career Center:**
 - Networking Guide
 - Informational Interviewing Guide

Is there any information I should provide to my references

- Yes. Firstly, you want to remind your references of your work and accomplishments by sending them a recent resume as well as a brief note reminding them when you worked for them or what classes you took with them (this is especially helpful if you haven't worked/had class with them recently).
- Include areas of your outstanding performance, such as quality papers, projects, or responsibilities in which you excelled.
- Then, send them descriptions of the position(s) you're applying, information about the organization, and when you plan on applying so that they can tailor their recommendations accordingly.
- Verify all contacts information.

How many references?

List 2-3 professional references in most cases, unless an application requires specific number of references.

When do I give the references?

Only provide references with your application if you are instructed to do so. Otherwise, provide your references at your interview.

Where do I list my references

Do not list your references on your resume. Make a separate reference sheet to submit with your resume and cover letter at the interview. For instructions on writing a reference sheet and to view a sample reference sheet, see other side.



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Your Connection to Success

Get your references together and notify them **before** you start your job search!

The purpose of a reference sheet is to provide a potential employer with a list of credible people who can verify and elaborate on your professional experience and/or academic performance. Be sure to include 2-3 references, their full names, position titles and where they work, their relationship to you, and their contact information (ensure that it is current). Always bring a reference sheet to an interview (even if you've already included them in your application) to provide to the hiring manager or committee.

Outline and example of a Reference sheet

Your Full Name

Address Line 1

Address Line 2

Phone | e-mail

Full name of reference

Their position/title and name of their organization

Relationship to you

Address Line 1

Address Line 2

Phone number

E-mail address

Janine Gonzalez, Ph.D.

Professor, UCSC Economics Department

Relationship: Professor in economics courses

1156 High Street

Santa Cruz, CA 95064

(831) 459-0000

chaney@cats.ucsc.edu

Peter Oppenheimer

Chief Financial Officer, Apple Inc.

Relationship: Supervisor for summer internship

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