

REFERENCES

A job reference provides an employer with a third-party perspective on your qualifications, work ethic, and character. It helps validate your resume, confirm past job performance, and assess how well you might fit the new role. References offer insight into how you work with others and handle responsibilities. Overall, they help build trust in the employer's hiring decision.

Template:

Reference Name
Job Title
Company Name
Phone: (123) 456-7890
Email: name@example.com
Relationship: Former supervisor at [Company Name]

EXAMPLE

Jordan Michaels
Marketing Director
BrightWave Media Inc.
Phone: (555) 123-4567
Email: jordan.michaels@brightwave.com
Relationship: Former supervisor at BrightWave Media

TIPS:

Choose the Right People

- Select professional references who know your work well—such as former supervisors, managers, or colleagues.
- Avoid using friends or family members unless it's a character reference and requested.

Ask for Permission

- Always ask your references in advance if they're comfortable being listed.
- Give them a heads-up about the role you're applying for so they can tailor their responses.

Prepare Your Reference List

- Format your reference list clearly and professionally.
- Include: name, title, company, phone, email, and your relationship to them.
- Include 2–4 references.

Keep Them Informed

- Let your references know when you've used their name and if they might be contacted.
- Share the job description so they can speak to relevant strengths.

Say Thank You

- Follow up with a thank-you note or email—especially if they were contacted.
- It shows appreciation and keeps the relationship strong for future opportunities.



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