

## About References

Prospective employers will check references as method to validate your abilities and character for a particular position. Employers will require different types of references depending on the position. Overall most will want just 3– 5 professional references.

Request references from those you are sure will present your best attributes and abilities. When you ask someone to be a reference for you, it is advised and appropriate to ask them if they are able to give a positive reference.

## Basic Guidelines

- **Get to know your professors and advisors** they can become some of your best references.
- You must ask permission to have someone as a reference. **Do not give anyone's name and personal information unless you have permission** to do so.
- Avoid using personal references (aka your best friend or your mom). Your list of references should be a **mix of employer and academic references**.
- **Have a repertoire of three to five references.** Select references that will best support your abilities for the specific position that you are applying.
- Do not ask someone to serve as a reference if you are not confident that they will **give a positive reference in a timely manner**.
- If you are currently employed, **do not use your current employer on your list of references**. Your current employer serves as confirmation of you abilities at the time of hire.
- **It is no longer necessary to include the line "References Available on Request" on your resume.** Employers are aware that you will be able to supply references. Bring your reference page when you go for an interview, do not send with your resume unless otherwise requested by company.
- **Do not list references on your resume.** Create a separate sheet entitled, "References." It is important to be consistent, use the same font and letterhead as your resume and cover letter.