

References for Jobs

General Guidelines:

- Do not submit references until the employer asks for them
- References should *not* be placed on the resume itself. Instead, it is a good idea to have a separate sheet of references, printed on the same type of paper as your resume
- Bring a couple copies of your references along with extra copies of your resume to the job interview
- There is no need to state, "References Available Upon Request" on your resume

What to include:

1. Your identifying information. Make sure that the font, style, and formatting of your contact information is the same on your resume and references page – i.e. copy the header from your resume
2. Name of reference, their job title and organization name
3. Reference's full address, phone number, email address, and possibly a fax number
4. Your past or present relationship to the person

Whom to ask:

1. You will want to list 3-5 people as references
2. You can ask current or former work supervisors, professors, advisors, chairs of volunteer or student organizations; the idea is to have professional references (as opposed to personal) who are able to speak about your work style, personality, or other things that may be important for what you are applying for
3. Stay in contact with your references and let them know when they may be contacted – send them your current resume, cover letter, and the position description you are applying for, to prepare them

Example:

<p style="text-align: center;">Bob Badger RMBadger@gmail.com, (608) 555-1234 123 University Avenue, Madison, WI 53706</p> <p>References</p> <p>Shirley Thompson, Undergraduate Research Scholars Program Director University of Wisconsin-Madison Room 123 South Hall Madison, WI 53706 608.555.1234 thomps@wisc.edu Relationship: Advisor</p> <p>Jenni Smith, Professor of Biology Center for Biology Education 1234 Genetics-Biotech Center Building, Henry Mall Madison, WI 53706 608.555.1235 jsmith25@wisc.edu Relationship: Current Supervisor</p> <p>Timothy Kilpatrick, Program Director Wisconsin Union Directorate, Memorial Union 123 Langdon Street Madison, WI 53706 608.555.1236 tkilpat@wisc.edu Relationship: WUD Committee Supervisor</p>
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