Tips on Using References

♦ List references on a sheet of paper separate from your resume.
♦ Do not provide them until they are requested, but know in advance who you would like to use and ask their permission.
♦ It's a good idea to send your resume to your references in advance, if possible, to remind them of your skills, experience, and aptitudes.
♦ The best references are people in positions of authority who have direct knowledge of work or study habits. This usually includes your immediate superiors in your last two or three jobs/internships/volunteer positions or professors in subjects related to your field of career interest. Try not to use only academic references, however.
♦ Do not use peers and subordinates as references; employers will view them as unreliable sources of information.
♦ Unless asked to provide a different number, three to five references is usually enough.
♦ Tailor your reference to the particular job you're applying for.
♦ If your job search takes a long time, rotate your references, and communicate often with them. You don't want them to become irritated!
♦ A reference listing has the name, current title and place of employment, current business address, and current daytime telephone of your endorser. If your connection to this reference is not obvious, then state it in parentheses. (Note: Do not give out your references’ home telephone numbers or addresses without explicit permission.

Example:

Reference for Joe Cool:

Wanda Jones
House Manager, Hotels-R-Us
(formerly House Manager, Motel 5, when I was a front desk clerk there)
123 Riverside Drive
Wherever, CA  90000
(000) 111-5555