

References



MHC 123 | stthomas.edu/careerdevelopment | career@stthomas.edu

Who are references?

When applying for jobs you should be able to provide a list of at least 3-5 individuals who can speak about the skills and qualities you possess. It's important to carefully choose your references. Ask if they are comfortable providing you with a strong, positive reference BEFORE you include them on your list. If anyone hesitates or has reservations, ask someone else.

Some people in your life whom you might consider asking are:

- Your Advisor or another faculty member who knows you well
- Work or internship supervisor (current or previous)
- Close Colleague
- Coach
- Pastor

*Do not ask family members or friends to be references, even if they were your supervisor at one time.

Provide each reference with a copy of your résumé and let them know what types of positions you're applying for. The more specific you can be, the better! Be sure to include any information you would like them to emphasize if they are asked for a recommendation.

Be sure to keep your references up to date on the status of your job search, especially when you accept a position!

Creating a References Page

- Create a references page, separate from your resume, but using the same header (with your name and contact info) as your resume.
- Do not put "References Available Upon Request" on your resume.
- For each reference person, include full name, title, organization with which the person is affiliated, complete address, phone number and email address.
- If it will not be obvious their relationship to you, you can label how you know the individual.
- Make absolutely sure you have spelled your references' names correctly.

Examples:

Dr. Adam Adamson
Associate Professor of Biology
Faculty Research Advisor
University of St. Thomas
2115 Summit Avenue,
St. Paul, MN, 55105
adam.adamson@stthomas.edu
(651)-952-1111

Stacey Right
Manager, Nordstrom Minneapolis
Former Supervisor
Nordstrom Minneapolis
111 Downtown Street
Minneapolis, MN 55445
stacey.right@nordy.com
(651)-954-0000