

References

Career & Internship Services

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UNIVERSITY OF MINNESOTA

198 McNeal Hall (St. Paul) • 411 Bruininks Hall (Minneapolis) • 612-624-2710 • www.careerhelp.umn.edu • careerhelp@umn.edu

Reference List Outline

Your Full Name

Full Address

City, State Zip

Phone/Email

References

Name of Reference

Job Title

Company or organization name

Address

City, State Zip

Phone/Email

Length and Nature of the Relationship (optional)

*Repeat above information for every reference you include

Reference List Basics

Selecting References

- Select people who know your work style and ethic – instructors, faculty, and/or past supervisors are ideal
- Do not include friends and family unless the employer requests personal references
- Select people with good communication skills and who will speak highly of your work
- Always ask permission before adding someone to your reference list
- Send all references a current copy of your resume so they can be reminded of your experiences during a call from an employer

Reference Etiquette

- Organizations typically request a list of between 3-5 references, plan to have this many on your list
- Only send a reference list once it is requested
- Bring references to all interviews in case an employer requests them at that time
- Do not list your references on your resume – your reference list should be a separate document
- Once you have secured a position, always send a thank you note to your references

Reference List Sample

ELIZABETH GOODMAN

1234 University Avenue SE, Minneapolis, MN 55455

612-555-1234 ♦ egoodman@hotmail.com

<http://www.elizabethgoodman.com>

REFERENCES

Jack Johnson, Ph.D.
Associate Professor
Landscape Architecture
University of Minnesota
240 McNeal Hall
1985 Buford Avenue
St. Paul, MN 55108
jjohnson@umn.edu
612-624-5555
(Advisor and Instructor, 3 years)

Jackie Roth, M.A.
Director
St. Paul Design Studios
5678 University Avenue
St. Paul, MN 55100
jackie.roth@stpauldesign.com
651-555-1222
(Internship supervisor, 1 year)

David Swanson
Owner
Creative Landscapes Minnesota
335 Oak Street North
Minneapolis, MN 55123
David@creativelandscapesmn.net
612-555-0909
(Direct supervisor, 3 years)

Jennifer Smith
Executive Team Lead
Target Stores
1234 Any Street
Minneapolis, MN 55555
Jennifer.K.Smith@Target.com
612-555-5555
(Supervisor, 1 year)