

References

Do not include references on your resume; they can be typed up on a separate sheet. If you want to mention that you have references on your resume, then the final line of your resume could read:

References Available upon request

The list of references should include addresses and phone numbers for each person. The Career Services Department recommends that you have between 3 – 5 references. Typically, these will be faculty and employers, but can also include anyone who has supervised you (i.e. an advisor for your student organization, a supervisor at a volunteer experience). Personal references (friends, neighbors) should not be included.

How to request and obtain a letter of recommendation or a reference:

- Personally contact the person in question in person, by phone or by letter/email.
- Ask them if they would be willing to write a positive letter of recommendation or provide a positive reference. Keep in mind that not everybody you ask will say yes.
- Give the person in question as much notice as possible, preferably at least several weeks.
- Discuss the recommendation with the writer. This may be a letter, a recommendation form, or even the possibility of a phone call from an employer. Ask what information they need from you, and make sure to provide them with a resume and any other pertinent information.
- Provide writers with a list of all classes you have taken with them, projects completed under them, grades received, papers and tests, work responsibilities and achievements and any other information that you feel will assist them in writing your recommendation.
- Provide a stamped envelope, pre-addressed to either yourself or the location to which you are applying. You can also arrange to pick up the recommendation in person. Set a date with the writer by which you should have recommendation in your hands, or have it be sent to the employers. Leave yourself a few extra days in case something comes up.
- **SEND A THANK YOU NOTE!!!** You should **ALWAYS** send a thank you note to the writer(s) after receiving the recommendation or at the deadline for sending it.

Sample Reference Sheet

References

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