

References

ST PAUL CAMPUS
career
center



198 McNeal Hall ▪ 612-624-2710 ▪ www.stpaulcareers.umn.edu ▪ spccc@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

OVER ➤

UNIVERSITY OF MINNESOTA

The University of Minnesota is an equal opportunity educator and employer. This material is available in alternative formats upon request.

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
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)
