

TRINE

UNIVERSITY

CAREER CENTER | www.TrineCareers.org

REFERENCES

When setting up your resume reference page, ensure that it matches your resume. Use the same font, be consistent with headlines, and ensure that the header at the top of your job reference page (where you put your name and contact information) matches with the header on your resume.

Ask your potential reference for permission to use them prior to giving their name and phone number. It is important to contact your reference before you go to your interview. Ask your job references how they would like to be contacted (i.e. through their business phone number, their home number or both) and respect your references' preferences.

A **good reference** should be someone who supports and confirms the details of your resume and offers positive feedback regarding your work or educational skills and experience.

- **Former Employer:** A previous employer can provide the best insight into your work ethic. They know what your responsibilities were at your job and how you handled them.
- **Colleague:** Someone you worked alongside at a previous job, even if they weren't your boss, can be an excellent reference. They will be able to speak about things you worked on together and what you achieved as a team.
- **Teacher:** A teacher or professor can provide a really strong reference, especially if they taught a course pertinent to your major.
- **Advisor:** If your advisor is someone who got to know you really well during your college career, they can talk about how you've grown into the professional you are today.
- **Coach:** Teamwork is one of the most important soft skills an employer looks for, so having someone to vouch for your teamwork skills is vital.

Keep in touch with your references...
You never know when you'll need them.

Sources:

- <http://www.glassdoor.com/blog/5-references-list-land-job/>
- http://www.hofstra.edu/pdf/studentaffairs/studentservices/career/zarbcар/zarbcар_resumerеference.pdf

Firstname M. Lastname

Felicity Street; Happiness, IN 46703
(999) 999-9999 | fmlastname@my.trine.edu

REFERENCES

Mr. Firstname Lastname
Job Title
Employer Name
Employer Street Address
City, IN 46703
Work Phone: (888) 888-8888
Email: Reference1@trine.edu

Ms. Firstname Lastname
Job Title
Employer Name
Employer Street Address
City, IN 46703
Work Phone: (777) 777-7777
Email: Reference2@trine.edu

Ms. Firstname Lastname
Job Title
Employer Name
Employer Street Address
City, IN 46703
Work Phone: (666) 666-6666

Ms. Firstname Lastname
Job Title
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Employer Street Address
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