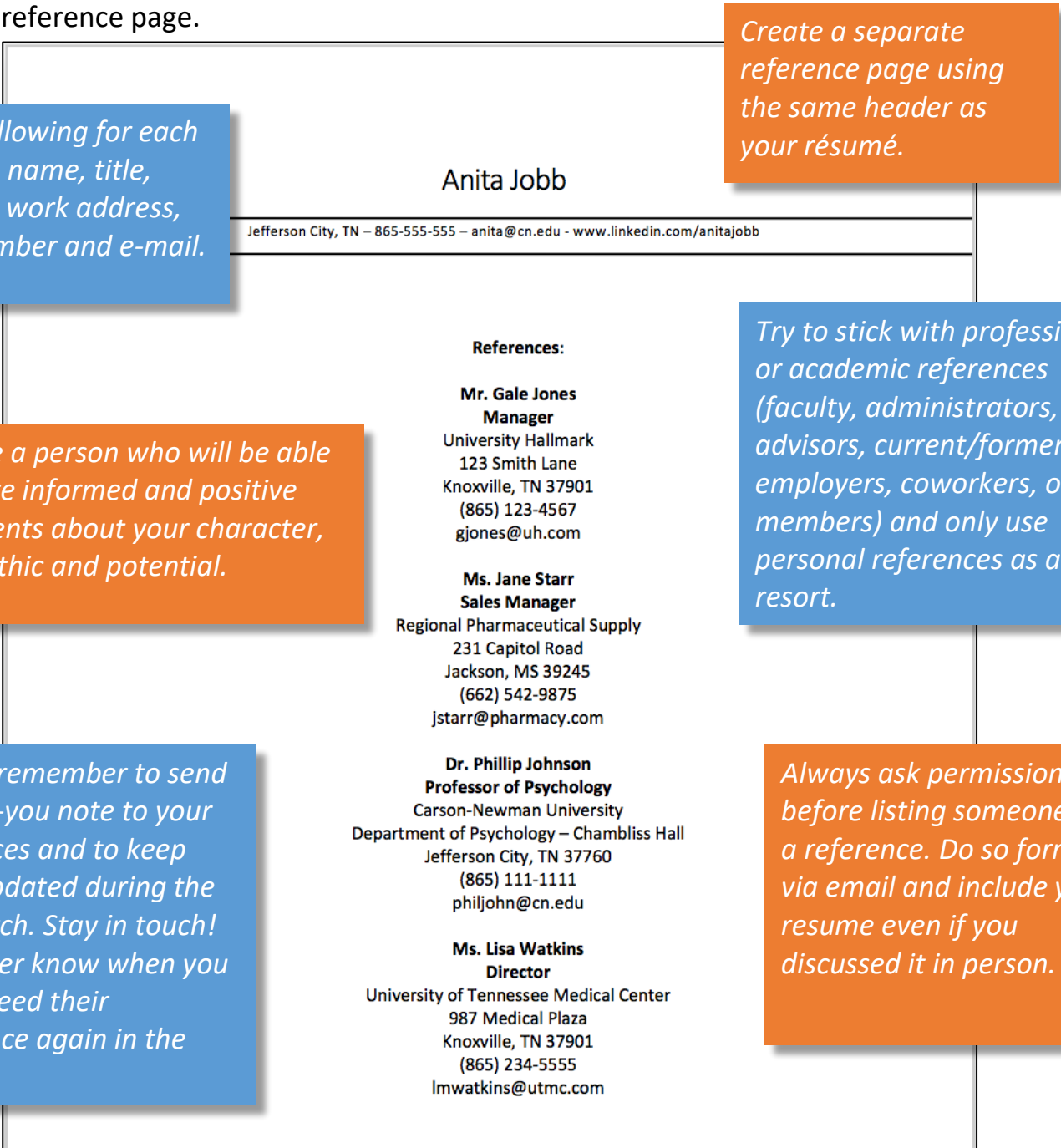


PRESENTING REFERENCES

Presenting Your References

During the job and internship application process, typically you will be asked to submit the names and contact information of at least three references. Here are a few key points to remember when choosing references and creating your reference page.



List the following for each reference: name, title, employer, work address, phone number and e-mail.

Create a separate reference page using the same header as your résumé.

Anita Jobb

Jefferson City, TN – 865-555-555 – anita@cn.edu - www.linkedin.com/anitajobb

References:

Mr. Gale Jones
Manager

University Hallmark
123 Smith Lane
Knoxville, TN 37901
(865) 123-4567
gjones@uh.com

Ms. Jane Starr
Sales Manager

Regional Pharmaceutical Supply
231 Capitol Road
Jackson, MS 39245
(662) 542-9875
jstarr@pharmacy.com

Dr. Phillip Johnson
Professor of Psychology

Carson-Newman University
Department of Psychology – Chambliss Hall
Jefferson City, TN 37760
(865) 111-1111
philjohn@cn.edu

Ms. Lisa Watkins
Director

University of Tennessee Medical Center
987 Medical Plaza
Knoxville, TN 37901
(865) 234-5555
lmwatkins@utmc.com

Choose a person who will be able to share informed and positive comments about your character, work ethic and potential.

Try to stick with professional or academic references (faculty, administrators, advisors, current/former employers, coworkers, or team members) and only use personal references as a last resort.

Always remember to send a thank-you note to your references and to keep them updated during the job search. Stay in touch! You never know when you might need their assistance again in the future.

Always ask permission before listing someone as a reference. Do so formally via email and include your resume even if you discussed it in person.