



References & Recommendations

Support your qualifications

A prospective employer will often expect you to supply a list of professional references during the job application process. Letters of recommendation (see back) are used to support your qualifications for employment. Bring references and any letter of recommendation to the interview. Note, however, that some employers may request references and/or letters of recommendation in advance.

References

You should always prepare a list of references for a prospective employer. All your references should be professional, such as previous employers, co-workers, internship supervisors, faculty members, or volunteer supervisors.

Before using someone as a reference, ask permission, and, if they agree, how they prefer to be contacted. It's also a good idea to tell them the type of job or internship you are seeking, and to send them a copy of your resume.

Create a separate references page that lists the name, job title, employer, work address, phone number, and email address of each reference. List references by relevance to the position, or in alphabetical order.

Be sure to thank each reference after your job or internship search is over—they may have been an instrumental part of your success!

Jordan Jones

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(812) 555-5995 | jjones8@indiana.edu

References

Mr. Gregory Lee
Vice President
Nationwide Advertising, Inc.
1000 Longview Dr.
Dallas, TX 75211
(214) 555-2737
lee_gregory@adsnation.com

Ms. Stephanie Williams
Owner
Stephanie's Corner Restaurant
32 East Kirkwood Ave.
Bloomington, IN 47401
(812) 555-0219
steph@stephaniesrest.com

Mr. Ben Adams
Manager
McDonalds
700 North Park Road
Greenwood, IN 46142
(317) 555-8458

Letters of Recommendation

Plan ahead

Contact the reference and politely ask if they will write a letter on your behalf. Most people will not write a letter unless they can write a good one for you, and if they feel they cannot write a good letter for you, they will tell you so. Contact your reference at least two weeks before you need the letter. It is impolite and unprofessional to ask recommenders to respond to last minute requests, and your request may be turned down if you don't allow the recommender enough time. Recommenders put a lot of time and effort into their letters, and they expect equal effort from you.

Offer information

It is helpful to inform your recommender of your intent (what you want to do, why you are applying to X), and to remind them when and where you worked together.

Follow up

Send your recommenders a thank you note when you have news to share about your success. It can be very satisfying to hear "Thank you for your time; I got the job!" Staying in touch this way also helps you build and maintain your professional network, which can be the most powerful job search tool you have.

