

References

{snapshots}

THE CAREER CENTER @ SCU

WWW.SCU.EDU/CAREERCENTER

REFERENCES Tim Gonzalez

408.555.5555
student@scu.edu

555 Alviso St.
Santa Clara, CA 95050

Mr. Andy Smith, Director of Customer Support
Austin Smith Corporation
555 Austin Way
Austin, TX 55555
(215) 555-9388
austin@smith.com

Mr. Smith was my direct supervisor at Austin Smith Corporation where I worked in a customer service role.

Ms. Cindy Gonzalez, Psychology Professor
Psychology Department, Santa Clara University
500 El Camino Real
Santa Clara, CA 95053
(408) 555-2222
professor@scu.edu

I worked as a Research Assistant for Ms. Gonzalez, conducting and analyzing quantitative surveys.

Thuy Nguyen, Manager
Cheesecake Factory
333 San Tomas Rd.
Dublin, CA 55555
408-555-4444
supervisor@cheesecake.com

I worked as a waitress under Ms. Nguyen in a fast paced restaurant environment.

WHAT IS IT?

A Reference sheet consists of **three to five** people who will give a potential employer excellent reviews of your past performance.

WHO TO ASK?

- A favorite professor in whose class you excelled
- A university staff member who has mentored you
- A current or previous work supervisor
- A coworker who has experienced what it is like to work with you on a school or volunteer project.

& REMEMBER

- Your reference list is a supplement to your resume, but do not send it with the resume unless requested to do so.
- You do not need to put "References Upon Request" on your resume.
- Keep in touch with your references regularly throughout the job search process. Let them know what type of position you're aiming for as well as the organizations you are considering.
- Help your references think through what they should highlight about your skills and accomplishments so that it's clear that you meet the qualifications for the job you're trying to land.
- After you've signed the offer letter for that important job, don't forget to let your references know of your success and be sure to thank them profusely!