When all goes well in your interview, you will most likely be asked to provide a list of references. Be prepared at your interview with your list, printed on quality paper. Do not provide as part of your resume, unless asked – and even then, it should be a separate sheet of paper.

Same Heading as on Your Resume

References

Mr. Donald Trump  
Current Supervisor  
725 5th Ave.  
New York, NY 10022  
(212) 555-1212  
yourehired@apprentice.com

Mr. Simon Cowell  
Past Supervisor  
American Idol Productions  
6801 Hollywood Boulevard  
Hollywood, CA 90028  
(323) 555-1212  
thru2nextround@idol.com

Ms. Gayle King  
Intern Supervisor  
Harpo Inc  
1058 W Washington Blvd  
Chicago, IL 60607  
(312) 555-1212  
oprahbff@harpo.org

Notes

Typically, you should provide 3 – 5 references. The most credible references are people who have supervised you, can attest to your work ethic, or are familiar with your professional skills, such as: Current/Past Supervisors, Work Colleagues, or Professors. Family members are not credible references.

When providing references to a prospective employer, make sure that you provide information that would be included on the person's business card. This includes the reference's name, title, organization, complete address and telephone number of the individual serving as the reference. Fax numbers and e-mail addresses are optional. If you use an honorific (Dr., Mr., Mrs., Rev., etc.) for one reference, use an honorific for all references. You may also include a brief statement explaining your professional relationship to the reference.

Important!

Before including someone as a reference, make sure that you contact the person and ask if he/she would be willing to serve as a reference for you. Also, make sure that you keep your references informed about your job search.