

How to Construct a List of References

Select references who can comment on your work habits and technical expertise as well as on how you relate to other people. The best references are former supervisors/managers or professors, although you may also select people you know from volunteer or extracurricular activities.

Maximize the reference by:

- Contacting each reference prior to the interview to ask for their permission and to let them know the kind of position you are interviewing for.
- Let them know what your career objectives are and provide them with a copy of the job description and your résumé.
- Emphasize specific skills, qualifications and competencies that they could highlight either in a letter of recommendation or when speaking to your potential employer.

List your references on a separate sheet of paper that is the same texture and quality you have used for your résumé. You should include the following information:

Name
Relationship
Title
Organization
Address of Organization
Telephone Number
Fax Number
E-mail

Bring this list with you to interviews and be ready to supply it if asked. Do not include this list with your résumé unless specifically requested to do so.

Finally and most importantly, *always* send a thank you note to the people who gave you a good reference. Both letter and telephone references can propel a good candidate to a first choice pick and land you the position.