

CREATING A REFERENCE LIST



CONTACT INFO

Make sure your contact information is at the top and includes your name, city, contact number, and email address.



ALWAYS ASK

Always ask permission from your references before you use their names. Prepare them by obtaining their current contact information and sharing your resume with your reference, as well as a job description.



WHO CAN BE MY REFERENCE?

References should be individuals who know your work and can vouch for you in a professional matter.

Examples: Current and former supervisors, mentors, advisers, etc.



WHO SHOULD NOT BE MY REFERENCE?

References should not be your family, friends, or peers.

Do not choose people who are not familiar with your background or accomplishments.

Ima Spartan

San Jose, CA 95192

408-555-1234

imaspartan@sjsu.edu

REFERENCES

Alice Smith

Associate Director of Health Services

San Jose State University

One Washington Square, San Jose, CA 95192

408-123-4567

alicesmith@sjsu.edu

Relationship: Supervisor

Bob Matthews, Ph.D.

Director

Santa Clara County Health Department

1234 Lenzen Avenue, San Jose, CA 95126

408-987-6543

bmatthews@phd.sccgov.org

Relationship: Former supervisor

Curtis Phillips, M.A.

Program Manager

UNICEF

987 Montgomery Street, San Francisco, CA 94104

415-678-9876

phillipsc@unicef.org

Relationship: Mentor