Tips for success:

**Do** use references you have worked closely with such as mentors, professors, supervisors, research advisors, community leaders, and classmates.

**Do** connect regularly with individuals whom you hope to use as a reference.

**Do** keep your references in the loop. When interviewing, reach out to your network and give them an updated resume, as well as the relevant job posting or information needed for that position.

**Do** thank your references.

**Do** use references who can speak to your capabilities not just impressive job titles.

**Don’t** use family or friends. It's important your references highlight skills that are relevant to an employer or job with specific examples to draw upon.

**Don’t** list references without their knowledge or permission

**Don’t** put your references on your resume. If they are needed, the employer will ask for them later in the interviewing process.

Formatting references:

- Name & Professional Title
- Name of Current Workplace
- How you know them
- Telephone Number
- Email address

Example:

Jill Smith, Director of Marketing
ABC Marketing Company
480-555-0123
jsmith@abcmarketing.com
Tips for success:

Brainstorm three to five references you can give to an employer

Sample reference:

Sparky the Sun Devil, Mascot
Arizona State University
Current Supervisor
480-965-0278
Sparky@asu.edu

Practice listing your references here:

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