References

References are a very important part of the application process. Most employers will want the names of 3 to 5 people who are willing to serve as references for you. These should be people who know your work as opposed to those who just know you personally. Faculty members, former employers, and volunteer supervisors are excellent people to serve as references. If you are applying to graduate school, we highly recommend lining up several faculty members as references. Some employers may request reference letters but most want contact information so that they can speak directly to your references. We recommend you have a separate sheet listing your references. Make sure you ask permission of your chosen references before listing them on this sheet. When asking someone to serve as a reference, provide them with a copy of your resume so they can review your experiences. As your job search progresses, keep them informed of your progress and send them a thank you note once you have accepted a position. You may even want to touch base with them periodically once you have begun working. Who knows, you may need them as references again in the future. Generally, you do not provide your list of references until requested. Your reference sheet should also include your name and addresses, just in case the list of references becomes separated from your resume. Your reference sheet may resemble the format below:

**References of Chris Smart**

<table>
<thead>
<tr>
<th>Present Address</th>
<th>Permanent Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centre College, Box 123</td>
<td>108 March St. #21</td>
</tr>
<tr>
<td>600 W. Walnut St.</td>
<td>Boone, Indiana 47401</td>
</tr>
<tr>
<td>Danville, KY 40422</td>
<td>(611) 555-3755</td>
</tr>
<tr>
<td>(859) 555-5537</td>
<td></td>
</tr>
</tbody>
</table>

Faculty Member
Professor of Philosophy
Centre College
Danville, KY 40422
(859) 555-1234
favorite@centre.edu
My professor for three courses

Supervisor
Volunteer Coordinator
Center for Volunteer Services
100 ½ Cherry Brook Lane
Danville, KY 40422
(859) 555-9876
super@allnet.com
My supervisor for two years as a volunteer

Etc.