

References

- Make a conscious effort to **develop and cultivate relationships with professors, employers, supervisors, business associates, and others who might speak highly of your past work or academic performance.** For graduate school applications, faculty references might be given more weight. Personal references should be provided only if requested. Generally, you should provide the names of between 3-5 people as references.
- Graduate and professional schools usually provide their own forms or will provide instructions about the type of references they need. **Give your references ample time** to submit their recommendations before the application deadlines.
- **Ask the people you have chosen if you may use their names as references,** and ask them if they will provide you with a positive recommendation. Never provide anyone's name as a reference without first asking permission to do so.
- To assist your references in discussing your background and strengths, you may want to **supply them with your resume or your personal statement for graduate school.** Also, inform them of your goals and provide information on the type of employment you are seeking.
- Generally, references **should not** be sent with a resume for employment. Wait until the interview, or until you are asked for this information, before providing references.
- **Your list of references should be printed on the same resume-quality paper you will use for your resume and cover letter.** Take several copies of your references page to an interview (see below for sample). Present your references page at the end of the interview or when requested.
- **Write a thank-you note to your references** to thank them for their time. Keep them informed of your progress.

SAMPLE REFERENCES PAGE FOR JOB/INTERNSHIP APPLICATIONS

REFERENCES FOR BEA N. TERN

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