

Locating Professional References

In General

- References may be from academic experiences, work/employment, volunteer/community activities, and professionals in your field. Go for a sense of variety with your references.
- Before listing someone as a reference ask for permission. Approach a potential reference with a tactful request similar to the following: "Do you feel you know my work well enough to act as a positive reference for me?" You might follow up a "no" to this question with: "Is there any information or way I could demonstrate my skills that would help?"
- Do not assume people will act as references for you. Many people will reluctantly say yes if you just ask them to be "a reference." This can work against you later when they provide weak or negative references.

Contacting Your References

- Ask to meet in person. Show up promptly and prepared. Bring copies of the same materials you would bring to an interview, such as your résumé, portfolio, licenses, etc.
- Provide information on how long you've known the person and in what capacity, and a list of achievements you've demonstrated while working with them. Provide examples of your relevant job skills. Don't assume your reference will remember every detail about you.
- Ask what address and phone number you should use. Don't assume!
- Potential employers may contact your references via telephone. However, some positions in academia will require a written letter of recommendation instead of a simple reference.

Maintain Positive Contact

- Thank your references for the time they've spent with you in the preparation meeting and for serving as your reference. Keep in contact with them throughout your job search.
- Don't forget to drop a thank you note or call your references when you get hired.
- Once you get a job, do not lose contact with your references—they

can always be helpful in the future. Send a note or call once or twice a year to let your references know about your progress.

- Keep track of your achievements and always be prepared to provide information about your abilities to others.

Preparing a Reference Sheet

- Mail a reference sheet with your résumé only if it is requested. If it isn't asked for during the application process, then take it with you to the interview.
- Your name, address, and phone number should be at the top of the reference sheet.
- Include a heading of "References" or "Professional References." · Include the reference's name, professional title, address, and phone number. You may indicate the relationship to you, but this is not required. Include 3-5 references.
- Print the reference sheet on the same color and type of paper as your résumé.
- Be sure to get summer contact information or other relevant information to help employers if your references will be hard to reach.

For more information about resumes, cover letters, and searching for a job, contact the UCF [Career Resource Center](#).

Sources:

"Preparing your Resume for the Internet and Posting it Online." [The Riley Guide: Resumes and Cover Letters](#). 10 Mar. 2001. <www.dbm.com/jobguide/eresume.html>.

"Resume and Cover Letter Development." University of Wisconsin at Milwaukee. 10 Mar. 2001. <http://www.uwm.edu/Dept/CDC/jobsearch_preparation_resume.html>.