REFERENCES

Select 3-5 people who can speak to your experience, preferably people who have supervised or overseen your work.

List your strongest reference first. References should be ordered based on their relation to the opportunity to which you are applying.

Before listing someone as a reference, ask permission. Provide them with a current résumé and inform them of the opportunities to which you are applying.

Utilize the reference’s professional information including organization name, job title, address, and contact information (unless otherwise requested by the reference).

Keep references up to date on your progress. Let your references know when you have accepted a position and thank them for their assistance.

Do NOT use “References Available Upon Request” on the résumé. It is expected that you will have a list of references and a reference document ready to go.

The header for the reference page should be the same name/contact header as used for your résumé.

REFERENCES EXAMPLE

JAMIE DOE
1234 Job Lane, Minneapolis, MN 55401
507-933-7575 ~ jamiedoe@email.com

Dr. Maria Smith
Faculty Advisor, Theta Xi Gamma Sorority
Gustavus Adolphus College
800 West College Avenue
Saint Peter, MN 56082
507-933-8000
msmithemail@gustavus.edu

Carl C. Brown
Career Counselor, Career Development
Gustavus Adolphus College
800 West College Avenue
Saint Peter, MN 56082
507-933-7575
cbrowncounselor@gustavus.edu

Julio Warren
Campaign Manager, Barry Allen for Congress
500 Kellogg Boulevard
Fallville, IA 67891
612-431-1111
jwarren@email.com

Hanna Barbara
Accounting Manager, Bedrock Accounting
200 West Jetson Street
Mankato, MN 56001
507-995-1111
barbara.barbara@rockaccounting.com
LETTERS OF RECOMMENDATION

If letters of recommendation are required, typically you would request two or three. Depending on the program or position, both professors or professionals in your field of interest could be considered to write letters. It is important that the letter writer knows you well enough for them to write a strong letter for you.

Identify those whom you’d like to write your letters and make an appointment to meet with them. Inform them of your application plans, your goals and career interests. If the person agrees to write you a letter, provide them with relevant materials that will assist them in writing a strong letter, such as your résumé, cover letter/personal statement, a copy of transcripts, or relevant coursework/research you have competed.

Provide your letter writers with the contact information and submission requirements/official recommendation forms. If the letter of recommendation is to be mailed, provide the letter writer with stamped and addressed envelopes. If the writer is to submit the letter directly, ask for a copy of the letter for your records.

Inform letter writers of the deadline and give them plenty of time. It takes time to write a good letter! Follow up with your letter writers a week before the submission deadline if you have not received confirmation that the letter has been submitted.

WHAT GOES INTO A LETTER OF RECOMMENDATION:

- The content will include specific factual, not subjective, examples based on the writer’s personal experience or observation of the candidate.
- If an opinion is expressed, it will be identified as opinion and not fact.
- The letter will likely be one page in length and may be on official letterhead.
- Very personal information like race, color, religion, national origin, age, disability, citizenship status, gender, marital status, etc. should not be a part of a letter of recommendation.
- The letter should include an original, not electronic, signature.