Reference List Outline

Your Full Name
Full Address
City, State Zip
Phone/Email

References

Name of Reference
Job Title
Company or organization name
Address
City, State Zip
Phone/Email
Length and Nature of the Relationship (optional)

*Repeat above information for every reference you include

Reference List Basics

Selecting References

- Select people who know your work style and ethic – instructors, faculty, and/or past supervisors are ideal
- Do not include friends and family unless the employer requests personal references
- Select people with good communication skills and who will speak highly of your work
- Always ask permission before adding someone to your reference list
- Send all references a current copy of your resume so they can be reminded of your experiences during a call from an employer

Reference Etiquette

- Organizations typically request a list of between 3-5 references, plan to have this many on your list
- Only send a reference list once it is requested
- Bring references to all interviews in case an employer requests them at that time
- Do not list your references on your resume – your reference list should be a separate document
- Once you have secured a position, always send a thank you note to your references
REFERENCES

Jack Johnson, Ph.D.
Associate Professor
Landscape Architecture
University of Minnesota
240 McNeal Hall
1985 Buford Avenue
St. Paul, MN 55108
jjohnson@umn.edu
612-624-5555
(Advisor and Instructor, 3 years)

Jackie Roth, M.A.
Director
St. Paul Design Studios
5678 University Avenue
St. Paul, MN 55100
jackie.roth@stpauldesign.com
651-555-1222
(Internship supervisor, 1 year)

David Swanson
Owner
Creative Landscapes Minnesota
335 Oak Street North
Minneapolis, MN 55123
David@creativelandscapesmn.net
612-555-0909
(Direct supervisor, 3 years)

Jennifer Smith
Executive Team Lead
Target Stores
1234 Any Street
Minneapolis, MN 55555
Jennifer.K.Smith@Target.com
612-555-5555
(Supervisor, 1 year)