

Developing Your Reference List

As you progress through the application and interview process, you may be asked to provide a list of references.

When selecting your references, there are a few things you want to consider:

- Select a minimum of three professional references.
- Choose individuals who can attest to your professional and/or academic work ethic, skills and abilities, such as former supervisors from summer jobs, volunteer work, or internships or professors, advisors, or mentors at Southern Methodist University.
- You absolutely **MUST** ask people if they would be willing to be a reference for you **BEFORE** you list them on your reference page.
- You want them to be prepared for the phone call or email from a potential employer, so make sure to provide them with an updated resume in advance so that they are aware of all of your accomplishments and relevant skills.
- Ask your references how they would like to be contacted. You will want to provide both an email and a phone number for them, so be sure to ask which email/phone they would prefer to have listed.

When formatting your reference list, make sure to use the same fonts and styles as your resume and cover letter. Below your header, list each of your references. It is usually a good idea to list your strongest contact first, either who you have known the longest or one that you have worked the most recently with.

The following information should be included for each reference:

- Name
- Position
- Company
- Address (typically professional address)
- Phone
- Email
- Relationship to the reference (i.e. Internship Supervisor, Manager, Advisor, Professor, etc.)

***If you would like additional information, drop-in to talk with a Career Counselor during our Career Express hours, Monday-Friday, 11:00-12:00, 1:00-3:00.**

Sarah Trigg

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REFERENCES

Same header as resume

Michael Hall

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Internship Supervisor

Dr. John Doe

Associate Professor

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Economics Professor and Advisor

Kelly Scott

Associate Director of Career Development

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Work-Study Supervisor