

REFERENCE LISTS FOR THE JOB SEARCH

Prepare a list of references as you start your job search in order to be ready for employer requests. Employers usually contact references at the end of a search, after they have reduced the applicant pool to a very small number. References can be the final factor in securing a job offer. Here are some reference list guidelines.

- **Choose appropriately.** List three or four professional references who can speak about the quality of your work, such as professors, supervisors, or co-workers. Do not list personal references unless they are specifically requested.
- **Be selective.** Choose people who respect you and your work and will be positive in their evaluation of you. Keep in mind that you will need to identify and cultivate new references in order to update your list on an ongoing basis.
- **Obtain permission.** Before listing names and contact information, seek permission from the individuals you want to list as references. Complete an *Authorization for Recommendations and References* form for all USD faculty references (available on the Registrar's website). Give your references a copy of your resume and let them know when they might be contacted.
- **Show appreciation.** Send your references a thank-you note or letter. Let them know the outcome of your job search and continue to stay in touch with them.

<p>JOSEPH M. TORERO 1234 Linda Vista Road #56 San Diego, CA 92110 (619) 260-1234 ▪ jtorero@sandiego.edu</p>	← Use the same header as your resume.
<p>REFERENCES</p> <p>Karen Black, Ph.D. Assistant Professor Communication Studies Department University of San Diego 5998 Alcalá Park San Diego, CA 92110 (619) 555-2222 kblack@sandiego.edu</p>	← Include name, title, organization, address, phone number, and e-mail address for each reference.
<p>Jane Doe, M.S. Volunteer Coordinator Catholic Charities of San Diego 1234 Service Street San Diego, CA 92101 (619) 555-5678 jdoe@ccharities.org</p>	
<p>John Chatenowski District Manager, San Diego The GAP, Inc. 1234 Retail Way, Suite A San Diego, CA 92121 (858) 555-2343 jchatenowski@gap.com</p>	← Be sure to check the accuracy of names, titles, and phone numbers.