

## Career Services

[www.sandiego.edu/usclaw/career/](http://www.sandiego.edu/usclaw/career/)  
(619) 260-4529



# REFERENCES

Providing references is an opportunity to inform a potential employer about your accomplishments and attributes. Unless otherwise requested, select three or four references who will speak glowingly of your professional or academic qualities. Generally, personal references are not helpful to legal employers. Therefore, it is best to approach either former supervisors or individuals who instructed or mentored you in a formal capacity.

Contact your potential references and ask whether they are willing to speak positively and enthusiastically on your behalf. Take the opportunity to update them on your legal education, accomplishments, and goals.

The following is a suggested format for presenting your references to an employer. The explanatory sentences are not required, but, may be helpful to potential employers and allow you to note your achievements.

### **Sandra Sample**

ssample@sandiego.edu

#### **Current Address**

P.O. Box 123  
San Diego, CA 92101  
(619) 555-1111

#### **Permanent Address**

1500 Everglade St.  
Pleasantville, CA 92000  
(949) 555-2222

#### **References**

#### **Mr. Hugo Pay**

Reliable CPA Corporation  
111 Commerce St.  
Anywhere, California  
(760) 555-1234  
hpay@reliable.com

Mr. Pay was my direct supervisor at Reliable CPA Corporation for over one year.

#### **Dr. I. Wanda Howe**

University of Anywhere  
Grey Philosophy Building  
987 Vacillate Way  
Anywhere, California  
(760) 555-2468  
iwanda@ua.edu

Dr. Howe was my undergraduate advisor in my major, philosophy. I also took two upper-division courses from Dr. Howe, in both of which I received an "A."

#### **Ms. Colleen Verhelp**

City of Anywhere  
Parks and Recreation Department  
1000 Sand Dune Dr.  
Anywhere, California  
(760) 555-1357

Ms. Verhelp was my supervisor both summers that I worked as a lifeguard. Ms. Verhelp nominated me for the "most water rescues" certificate of recognition I received in 2003.