

REFERENCES

Create a list of references as you start your job search to prepare for employer requests. If it's not obvious, include a sentence that describes how you know the reference. Employers usually contact references at the end of the search after they have reduced the applicant pool to a very small number. References can be the final factor in securing a job offer.

- **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.
- **CULTIVATE EARLY:** Begin cultivating relationships with faculty and internship supervisors throughout your time at USD. This will provide plenty of options when it's time to gather references.
- **BE SELECTIVE:** Choose people who respect you and your work and who will evaluate you positively. Keep in mind that you will need to identify and cultivate new references to update your list regularly.
- **OBTAIN PERMISSION:** Before listing names and contact information, seek permission from the individuals you want to list as references. Complete the 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 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.

IMPORTANT NOTES:



Use the same header as your resume.



Include name, title, organization, phone number and e-mail address for each reference.



Be sure to check the accuracy of names, titles and phone numbers.



Include references that are relevant.



Explain how a reference knows you if it is not clear from your resume

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REFERENCES



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Mr. Chatenowski previously worked at Target, where he supervised me.

