

SAMPLE REFERENCES PAGE

CLEMSON UNIVERSITY MICHELIN • CAREER CENTER

- References should not be listed on your resume.
- Include a separate page for references. The references page should only be submitted upon request.
- You will want to have 3-5 professional references available when applying for positions.
- Make sure you ask the potential references BEFORE giving their names out as references!
- When you request a professional reference, it is important to mention your connection. For example, if the reference was one of your professors, remind them of the class you were in and when. Also, let them know what position you are applying. Consider asking if they would feel comfortable writing about the skill set and/or experiences you could bring to the position.
- Define your relationship with your reference. This will help the employer make it easier and purposeful to outreach to a specific individual or individuals.
- Once your reference has agreed to serve as your reference, ensure you send them the opportunity you are applying for and all related documents IE: job posting, resume and/or cover letter submitted.
- Include the following information for each reference:
 - Name
 - Title
 - Business Address
 - Business Phone Number
 - Business Email Address (if they have one)
- Below is an example of a references page. The header and font should match your resume and cover letter.

‘Header from Resume’

References

Mr. Albert Jones, *Relationship to You (IE: Current Supervisor, Former Supervisor, Professor)*
Director of Human Resources
XYZ Computers
123 Anyroad Lane, Suite 456
Averagetown, SC 12345
(864) 555-5555
ajones@xyz.com

Dr. Susie Engineer, *Relationship to You (IE: Current Supervisor, Former Supervisor, Professor)*
Associate Professor, College of Engineering
Clemson University
001 Earle Hall
Clemson, SC 29634
(864) 656-ABCD
dr.susie@cu.com

Mr. Johnny Smith, *Relationship to You (IE: Current Supervisor, Former Supervisor, Professor)*
Manager
Tiger Restaurant
789 Clemson Lane
Clemson, SC 29631
(864) 123-4567
smithj@trest.com

HOW TO ASK FOR A RECOMMENDATION

CLEMSON UNIVERSITY MICHELIN • CAREER CENTER

PROFESSOR VERSION

Glen Coleman
81559 Polaris Street
Worcester, MA 02375

Dear Mr. Coleman:

As one of my major professors, you have contributed a significant amount to my understanding of _____(FIELD). In your final class (COURSE NAME) last semester, you offered to help any of the students with their job search. Since you know the quality of my writing and my command of _____(FIELD), I would be honored if you would provide a letter of reference for me.

I am targeting a position as a _____(TITLE), and anticipate that my demonstrated command of _____(FIELD) and _____(FIELD) will play a crucial role in meeting the requirements of the job. As you mentioned in evaluations of my coursework, I have shown that I am able to communicate well in either written or oral form and have built a reputation for delivering professional quality results. With a solid theoretical foundation for my professional career, I look forward to applying the skills I have developed in school to advancing the field of _____(FIELD).

Thank you, in advance, for your assistance in my job search. I will contact you soon to confirm that I can include your name on my reference list, or you can reach me at _____(PHONE/E-MAIL) or _____(PHONE/E-MAIL).

Sincerely,

First Name, Last Name
Enclosure

SUPERVISOR VERSION

Glen Coleman
81559 Polaris Street
Worcester, MA 02375

Dear Mr. Coleman:

As a supervisor, you have contributed a significant amount to my understanding of _____(FIELD). In my internship (SPECIFY INTERNSHIP POSITION OR OFFICE) last semester, you offered to help any of the students with their job search. Since you know the quality of my work and my command of _____(FIELD), I would be honored if you would provide a letter of reference for me.

I am targeting a position as a _____(TITLE), and anticipate that my demonstrated command of _____(FIELD) and _____(FIELD) will play a crucial role in meeting the requirements of the job. As you mentioned in evaluations, I have shown that I am able to communicate well in either written or oral form and have built a reputation for delivering professional quality results. With a solid theoretical foundation for my professional career, I look forward to applying the skills I have developed in school to advancing the field of _____(FIELD).

Thank you, in advance, for your assistance in my job search. I will contact you soon to confirm that I can include your name on my reference list, or you can reach me at _____(PHONE/E-MAIL) or _____(PHONE/E-MAIL).

Sincerely,

First Name, Last Name
Enclosure