

## **GUIDELINES FOR CREATING A LIST OF REFERENCES**

### **What is a reference list?**

A reference list is a list of the names, addresses, phone numbers of at least three people, who may be asked to speak about your work habits, skills and personality traits. A list prepared ahead of time for a potential internship mentor or employer will make you look professional – with knowledge of how the process for getting a job works in the real world.

The people you list as references may be asked about your integrity, punctuality, responsibility, trustworthiness, time management, work ethic and attitude, ability to follow instructions, ability to get along with others and communication skills

### **Who makes a good reference?**

1. An **employer** (most asked for)
2. A **supervisor from volunteer work** (service learning, church group, scouting, etc.)
3. A **teacher, coach or mentor**
4. A **character reference** (rarely) from someone well known in the community (a judge, member of congress, town supervisor)
5. **Someone in your field** who knows you well, who may also write a reference letter for you on their letterhead.

### **What do I include in my reference list?**

1. The person's relationship to you
2. The person's name and title
3. The name of the business or organization
4. The address
5. The telephone number and email if applicable

### **What else do I need to know?**

1. The reference list should be on the same paper as your résumé and cover letter.
2. The top of the page should have the same heading (your name, address, phone number and email) as on your résumé.
3. Always ask someone if you may use him or her as a reference – before you put him/her on your reference list.
4. Ask for the address and telephone number at which they would like to be contacted.

**Michael M. Smith**  
17 Jones Avenue  
White Plains, New York 10606  
Home: (914) 555-1234 Cell: (914) 555-1731  
Email: [msmith200@gmail.com](mailto:msmith200@gmail.com)

## **References**

### **Employer, CBS Sports**

Eric Williams, Production Manager  
51 W 52<sup>nd</sup> St #35  
New York, New York 10019  
(212) 555 - 3421

### **Employer, Camp Smith**

Brad Davis, Director  
Camp Smith  
P.O. Box 933  
Niantic, Connecticut 06357  
(203) 794 - 0749

### **Teacher, Television Production Course**

Nancy Johnson, Teacher  
White Plains High School  
550 North Street  
White Plains, New York 10605  
(914) 554 – 7654

# ALLISON TAYLOR

123 4<sup>TH</sup> STREET, SAN DIEGO, CA 12345  
HOME (123) 555-1234, CELL (123) 555-2345  
EMAIL: [ALLISONT@ALLISONTAYLOR.COM](mailto:ALLISONT@ALLISONTAYLOR.COM)

INDIVIDUAL	FRAME OF REFERENCE
Mary Jackson, Principal Children's Elementary School Work: (123) 555-3456 Cell: (123) 555-4567	I have known Ms. Jackson for 15 years. I first worked with her as a colleague, and for the last 5 years, she has been the Principal of Children's Elementary. She oversees my work in supervisory capacity, conducts my evaluations, and observes me in the classroom on an ongoing basis. Ms. Jackson is well qualified to speak to my teaching style and methods, as well as my interaction with students, parents and staff. Ms. Jackson is also aware of my continuing education training and the various teaching awards I have received.
Michael Anderson, Parent Work: (123) 555-5678 Cell: (123) 555-6789	Mr. Anderson has had 3 children pass through my classroom in the last 6 years, and can speak to my interaction with and successful instruction of his children. He is an active volunteer in my classroom and can provide information on the teaching environment there.
Julia Wilson, Teacher/Colleague Children's Elementary School Work: (123) 555-3456 Cell: (123) 555-7890	Ms. Wilson and I have worked together at Children's Elementary for 5 years. We conduct tandem teaching projects together every year, and she can speak to my knowledge, skills and professionalism in the classroom.
James Miller, Owner School Daze Work: (123) 555-1012 Cell: (123) 555-8910	Mr. Miller is the owner of a school supply store where I've done most of my ordering over the last 10 years. He is aware of the type of planning and projects I do for my classroom, and can talk about my organization skills and love of teaching.

## Reference List Worksheet

Reference	Frame of Reference
Name: _____ Position: _____ Address 1: _____ Address 2: _____ City, State Zip: _____ Phone: (_____) _____ Email: _____	
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