

The Very Best Sources of Outstanding References

The following is the preferred order of sources, in the eyes of a potential employer:

Professional
Extracurricular Advisors
College Administrators
College Professors
Personal Professional Acquaintances

The one major exception to this is when your personal professional acquaintance is also connected with your potential employer (yes, it's called "pulling strings" or the "good old boy network" and it's done all the time, so don't be ashamed). Then this reference goes to the top of your list. Please leave off personal acquaintances (listing your mother as a reference, saying "who would know me better!") and religious acquaintances (five years as an altar boy is not typically considered a measure of employee loyalty).

Information to Provide

List references on a separate sheet from your resume. You should include your contact information and the following for each reference (3 to 5 total).

Name
Title/position
Complete mailing address
Phone number
e-mail.

Don't mail your reference list with your resume unless the employer requests it. Take several copies to your interview.

