CREATING A REFERENCE LIST

CONTACT INFO
Make sure your contact information is at the top and includes your name, city, contact number, and email address.

ALWAYS ASK
Always ask permission from your references before you use their names. Prepare them by obtaining their current contact information and sharing your resume with your reference, as well as a job description.

WHO CAN BE MY REFERENCE?
References should be individuals who know your work and can vouch for you in a professional matter.
Examples: Current and former supervisors, mentors, advisers, etc.

WHO SHOULD NOT BE MY REFERENCE?
References should not be your family, friends, or peers.
Do not choose people who are not familiar with your background or accomplishments.

REFERENCES

Ima Spartan
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Relationship: Supervisor

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Relationship: Mentor