### Reference Critique Checklist

#### Preparation
- Utilize the same heading as is on your resume. This will provide a clean, consistent look across your documents.
- Omit the unnecessary phrase “references available upon request” on your resume.
- Your references should be listed on a separate document, not your resume.
- Supply your reference page to an employer only when you are asked to do so. Do not accompany your resume with your reference page, but do come to an interview prepared with several copies.

#### Your References
- Select references who can attest to your work-related qualities. While people who only know you in a social setting (i.e. family, friends, etc.) may have pleasant things to say about you, employers don’t place value on those kinds of recommendations.
  - Get permission from your references in advance, preferably 2-3 weeks prior to applying. Also, make sure you provide a copy of your resume and the position you are applying for, to remind them of your experience and skills.
  - Have 3-5 individuals listed as references who have worked with you in a variety of capacities (ex. past employer, professor, internship site coordinator, club advisor, etc.).
  - Do your references know what to say on your behalf? Encourage them to mention (1) the capacity in which they know you, (2) the timeframe of the relationship and (3) the positive qualities you demonstrated.

#### Formatting
- Consistency of reference information. Each entry should have the same format and contain the same set of information:
  - Full name (Include Dr., Mr., Mrs., or Ms. if applicable)
  - Job Title
  - Organization with which the person is affiliated
  - Mailing address
  - City, State Zip Code
  - Phone Number(s)
  - Email Address
- Reference page is NOT consistent with resume and cover letter in the following ways:
  - Font size/style
  - Upper and lower case letters

#### Other
- Spelling and grammatical errors are present. Documents can be discarded for just one mistake, make yours error free!
- Write your references a thank you note for recommending you for positions. In addition, consider/offer to keep them updated on the status of your job search outcomes.

**See suggestions below as well as resources in email to help you with your revisions.**