

Hornet Hub Resource Center: Reference List

Another important step in your job search is to develop a list of references. References can be former employers, supervisors, colleagues, teachers, coaches, volunteer leaders, and even friends. A *professional reference* is a recommendation from a person who can vouch for your qualifications for a job. A *personal reference* is someone who can provide information on your character and abilities.

Stinger T. Hornet

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Create a Reference Page This is a separate page from your resume, but it should include the same font and style as your resume.

References

Mr. Allan Gibbons Manager, Express Print Shop 45 Highland Ave Binghamton, NY 13905 agibbons@expressprint.com 607-442-0123

*Former supervisor during 2 years employment

Ms. Angela Remer Manager, Allan's Pizzeria 984 Main Street Jefferson, NY 12206 angiereena@gmail.com 378-221-0273 *Former supervisor during 1.5 years employment

Mr. Philip Henderson SUNY Broome Faculty, Math Department 200 Round Top Drive Vestal, NY 13850 phenderson@sunybroome.edu 607-329-1111 *Instructor and Academic Advisor from 2016 - 2018

Mrs. Judy Freeman
Cross Country Coach, Jefferson High School
922 S. Country Road
Jefferson, NY 12206
jfreeman@jeffersonhigh.edu
352-226-9001
*Former coach during 3 years of JV & Varsity sports

Follow Up

Let your references know how the process went. Did you get an interview?
Did you get a job offer?
Thank them for serving as a reference!

Getting Started

Gather 3-5 references (some professional and some personal).

The ideal reference will be able to highlight your fit for the position and provide examples to support his/her claims.

Follow Instructions

If an employer requests a reference page, they may indicate how many references are needed (such as 3 professional references and 1 personal reference).

Get Permission

Get permission before you add someone as a reference, and ask their preferred method of contact so you know what information to include.

Prepare Your References

Share your resume and the job description with them so they know what to highlight about you when contacted.
Give them a 'heads up' if you are interviewing so they are ready and anticipate being contacted.