

References

Use the same heading for your name and contact information as you did on your resume.

Kevin L. Behrend

4567 Fairfield Street, Jamestown, PA 16123 klb5999@psu.edu (724) 455-5555

REFERENCES

Mr. Ronald Belfour, General Sales Manager
LORD Corporation
111 Lord Drive
Cary, NC 18101
(919) 555-2121 (office)
ronald.belfour@lord.com
(internship supervisor)

Mr. Heath Hull, Lecturer of Marketing
Penn State Behrend
Burke Center, Room 301
Erie, PA 16563
(814) 555-5678 (office)
kxh456@psu.edu
(lead investigator on marketing research project)

Dr. Janet Pirro, Associate Professor of Marketing
Penn State Behrend
Burke Center, Room 401
Erie, PA 16563
(814) 555-1234 (office)
jxp123@psu.edu
(supervised independent study project)

Choose individuals who know your work performance and academic abilities well and can provide specific information in a reference.

Only include a personal reference if specifically requested.

Include descriptions of how the references know you (e.g. what skills they can discuss).

ALWAYS ask for permission before including someone in your reference list. You don't need to notify your references about each position you apply for however, you should notify them once you begin interviewing. You don't want your references to be caught off guard by a potential employer.

As a courtesy, give your references a copy of your resume so that it's available as a reminder of your accomplishments and skills.