REFERENCE GUIDE

Student Employment Services
2nd Floor Ender Hall
255 East Fulton Street
Grand Rapids MI
grcc.edu/SES
616.234.4170
REFERENCES

References should be listed on a separate document rather than directly on your resume. There is no need to include the line, “References available upon request.” When creating your reference sheet, there are a few things to keep in mind:

- Format your contact information as well as the font size and style of this document to match your resume.
- Provide 3 - 5 professional references. Professional references may include supervisors from internships, past positions, volunteer work, professors, academic advisers, or student group advisers. Professional references do not include family members, neighbors, or friends.
- Make sure you ask someone’s permission before you using them as a reference.
- Provide each reference with a copy of your resume and some idea of your employment goals
- References are usually contacted by phone so written letters are not required
- Consider adding a line identifying the reference’s relationship to you e.g. “Relationship: former supervisor”
- Be sure to have your references prepared and printed as your potential employer could request them at any time.

A list of references is simple and straightforward. Here is the information that needs to be included for each reference:

- Reference’s full name
- The reference’s position title
- Full address of the business
- Phone number for the business
- The reference’s business email
Hayden Green

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REFERENCES

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