

G R A N D R A P I D S C O M M U N I T Y C O L L E G E

REFERENCE GUIDE

Student Employment Services
Room 103 Main
grcc.edu/ses
616.234.4170



143 Bostwick Avenue NE
Grand Rapids, MI 49503

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

REFERENCE LIST EXAMPLE

Hayden Green

green_h@yahoo.com • 704.119.2819 • 12 Wumbly Drive, Chattanooga, TN 37410

REFERENCES

Bronte Scaccia

Site Supervisor with Habit for Humanity
300 Callie Avenue, Chattanooga, TN 37403
574-779-1831
scacciabr@yahoo.com

Rachel Cutright

Supervisor at Target
6017 Belleview Drive, Chattanooga, TN 37407
215-424-2001
rcutright@target.com

Kate Pike

Owner and Manager at Salon 42
141 7th Street, Ann Arbor, MI 48104
734-845-5244
salon42_kp@msn.com