



Explore



Engage



Experience



Embark



Elevate

## References

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### REFERENCES

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### HELPFUL TIPS!

- *References contact information should include: Name, Title, Address, City, State, Zip, Phone Number, and Email*
- *A total of 3 to 5 references is optimal.*
- *References are no longer placed on the résumé and may be kept on a separate document until potential employers request your list of references.*
- *In most cases, you may need to complete an application, where space is provided for your references information.*
- **ALWAYS** *ask permission from a potential reference before giving his/her name to an employer.*
- *Give your references a copy of your résumé and inform them of your intent.*
- *Be sure to use your references' titles. Give only professional addresses and phone numbers.*
- *Those who have observed your work are the best choices for references such as supervisors, former supervisors, colleagues, mentors, professors, instructors, advisors.*
- **NEVER** *use a friend or relative as a reference.*