

REFERENCES

www.citadel.edu/career_services/ResumeSamples.htm

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The Citadel
THE MILITARY COLLEGE OF SOUTH CAROLINA
CAREER CENTER



References serve to provide potential employers and graduate schools with support and background information regarding your character and your current and projected future performance. Begin developing a rapport with faculty members, internship hosts, and summer employers who may serve you well as a reference for your search.

Before you begin submitting job or graduate school applications, secure your academic and professional references by asking individuals if they would be willing to serve in this capacity. In determining appropriate references, consider those whom you feel would be willing and able to speak to an employer or a graduate school as to your character, performance, and qualifications. It is suggested to have 2 academic and 2 employer references when engaging in your first job search after college. In some cases, they may need to provide a letter of recommendation and in others they will be contacted by phone.

Provide each reference you secure a copy of your current resume and keep them informed as to what organizations you are applying to and which positions you seek with those organizations. The more your references know about your career goals and your job search, the better they will be able to speak on your behalf.

Do not list anyone on your reference page without his or her permission. Should an employer or graduate school contact the individual, it will be awkward for the listed reference and embarrassing for you.

Keep in touch with your references throughout your search and let them know when you have accepted a position or an offer to attend graduate school. Be sure to thank them for serving as your reference and maintain contact with them. You may wish to request their assistance again in the future if it is feasible and appropriate.

For security measures, especially when posting to a job board or *The Gate*, do not include your social security number or your references on your resume. Create a separate **Reference Page** and provide it to employers as they request them. This also allows you to know when references are being contacted.

www.citadel.edu/career_services/Resumes/SampleReferencePage.pdf