

REFERENCES *Guide*



Most of the time, you do not need to submit references when applying for positions. However, if the employer does ask you for references (usually toward the end of the interview process), you should not list them on your resume, but rather on a separate sheet resembling your resume format. It is always a good idea to bring this list with you to interviews in case they ask for it.

Name & Contact Information

Your name and contact information should be listed at the top of your reference sheet in an identical format to your resume.

Choosing References

- Include 3-5 references, listed in the order you would like them to be contacted.
- References can include current or previous supervisors, teachers, club advisors, counselors, coaches, etc.
- Before listing any references, it is important that you let them know an employer may be contacting them and ask for the appropriate contact information. You should also take the opportunity to inform them of your recent accomplishments and job search activities so they know what to discuss with the employer.

Listing References

Each reference should be listed with the following information:

- His or her name (in bold)
- His or her position title (e.g. Director of Human Resources, Public Relations Manager, etc.)
- The name of the company/organization they are employed at
- The company's address (or at least city and state)
- His or her work phone number or a phone number he or she prefers being reached at
- His or her preferred email address

Example

LIONEL LION 123 Lincoln Drive, Irvine, CA 92612 949-456-1234 Lionel.Lion@gmail.com
REFERENCES
Name Job Title Company Address Phone Email
Name Job Title Company Address Phone Email
Name Job Title Company Address Phone Email

Thank You *Notes*



It is important to acknowledge the time and effort the employer(s) put into conducting your interview. Sending a simple thank you note helps to stand out amongst the competition. This note, although brief, displays your comprehension of the information given at the interview and reiterates your interest in the position.

Who Should Receive a Thank You Note?

Every individual present during the interview should receive a thank you note. It is important to get contact information following your interview by asking for a business card before you leave. Don't forget to also send thank you notes when someone goes out of their way to help you, not just after an interview.

Should I Send My Note by Email or Post?

Depending on when your employment decision will be made, you can shoot the employer a short thank you email or a letter sent by post. Some employers find snail mail to be slow and outdated; others appreciate the gesture, especially when their email inboxes are overflowing. You can always send an email within 24 hours of the interview if the employer will be making the decision soon, and then follow up with a more personalized letter sent through the mail. Use your own discretion; if you are unsure of whether to send a note via email or post, ask an administrative assistant at the company which option would be better.

How Do I Format the Thank You Note?

The thank you note should be fairly short (about 5-8 sentences long). Start your opening paragraph by thanking the interviewer for their time.

Then elaborate on positive aspects of the interview. Show your knowledge and attentiveness by reiterating one or two specific things from the interview that stood out to you.

The closing paragraph should notify the employer that you are still interested in the position and that you are thankful for the opportunity to have met.

Example

Dear Ms. O'Neal,

Thank you for providing me with the opportunity to interview with H&M. I was not only impressed by the attentiveness of your employees, but also by your commitment to your customers.

It was especially helpful to hear about your experience as both a Sales Associate and now manager, I also appreciated your description of the company culture.

I remain very interested in the Sales Associate position, and believe I would be a good fit, both in skills and personality. I look forward to hearing from you soon. Please let me know if you have any further questions regarding my experience, skills, and interest in the position. Thank you for your time and consideration.

Sincerely,
Lionel Lion