• Most employers will request a list of references (as opposed to letters of recommendation) so that they can contact your references by phone or e-mail. You may be asked to send the list after your interview; however, if asked for a list in person at the conclusion of your interview, be prepared with a hardcopy on an 8 ½” x 11” sheet of quality bond paper (preferably the same paper used for your resume and cover letter).
• Always ask permission prior to listing a reference. Talk to him/her about your interests, abilities, and internship or job search. The average number of references listed is three (though it usually doesn’t hurt to have one or two more in mind).
• Alert your references if you expect that they will be receiving a call. A well-informed reference can speak more directly about your skills as they relate to the position at hand.
• Inform your references of your acceptances, offers, and declines, and be sure to thank them if they speak to an employer or graduate school on your behalf.

References

(Example Format):
Name
Title
Organization
Address
Phone
Email
(Note explaining the relationship if not obvious from the resume or title.)

Ms. Pamela Moschini
Director, Disability Services
Muhlenberg College
2400 Chew Street
Allentown, PA 18104
(484) 664-3924
pmoschini@muhlenberg.edu
(Work study supervisor)

Ms. Lynda Garow Grossman
Director, Career Services
Loveland College
123 Main Street
Loveland, OH 00000
(222) 333-4455
LGG@loveland.edu
(Former supervisor at Muhlenberg College, 2006-2009)