

References List

Components of a Reference List

- 1) Your name or "logo" and contact information
- 2) List of at least 3 references with their:
 - Full name and professional title
 - Organization mailing address
 - Business phone number
 - Business email address
- 3) One or two sentences that provide context for the employer about:
 - Your relationship with the referee
 - Duration of the relationship
 - Nature of the work (e.g. specific skills which the referee is qualified to provide reference)

Who Should I Ask?

- People who know you well in a professional context and can comment on your character, work ethic and performance
- See our tip sheet on *References*
- Tips:
- Keep your list of references on a separate sheet
 - Inform your references about the outcome of your job search
 - Show your appreciation by thanking them formally

34 King Street West, Toronto, Ontario M5H 1K5

Dr. D. Weinberg,

Marlene Keirney,

