References

Employers use references to verify information and experience you have given them via the resume and interview.

- Before using a person as a reference, ask them if they would be comfortable serving as a reference for you (i.e., will they say positive things), before you give their name to the employer. We suggest meeting with that person to familiarize them with the types of positions to which you are applying and give them a copy of your resume.

- References should be people with whom you worked on a regular basis who know your work ethic and can provide a positive recommendation. It is best to have references from jobs, research, and activities related to the job you are seeking, but any person with whom you worked may serve as a reference.

- The quality of the relationship is more important than the job status of your reference. It is better to use a person in a less prestigious position if they know you well, as opposed to the Director who you saw infrequently.

- Unless directed otherwise, you will not submit references with your resume. Bring your reference list to an interview to offer to an employer.

- Typically, you will be asked to provide 3-5 references, or people who know you well.

- Match the font and header to your resume and cover letter for a professional look.

Your Name
Your Address
Your Phone
Your Email

References

NAME
TITLE
ORGANIZATION
RELATIONSHIP
CONTACT INFO (email, address, phone)

For Example:
Jan Miles
Business Operations Manager
ACE Hospital Supplies
Former Supervisor
25 Colorado Blvd.
Los Angeles, CA 90313
jan.miles@ace.com
714-555-5555

Cover Letters

Throughout your job search, you will often make your first impression with an employer through your writing and you will want that impression to be outstanding. Correspondence, whether an email or hard copy letter, should be professional, tailored, concise, and well-written.

Sample Cover Letter Format

Your full name
Street address
City, State and ZIP
Date

Contact Name
Title
Company or Organization Name
Street address
City, State and ZIP

Dear ____________________:

(Paragraph 1) State your reason for contacting this organization (i.e., the position you are seeking and the department, how you learned about the available job). Include: I am enclosing/attaching my resume for your consideration.

(Paragraph 2) Describe your specific interest in the position, field of work, company, etc. Relate your interest, skills, and abilities to the organization you are contacting. Highlight the elements of your background which relate to the position. Use action verbs to connect your experiences to the job description. Try and limit to two good examples and why they show you are a good fit.

(Paragraph 3) Reaffirm your interest in the position and recap how your skills and/or experiences are a good fit for the position. Express your desire to arrange an interview and indicate how you can best be reached. Lastly, thank the interviewer for his or her consideration.

Sincerely,

Your Signature Here

Type your full name