



WHAT IS A REFERENCE?

A reference is someone who can offer insight into your professional abilities, work ethic, and character. This is usually a faculty member, supervisor, manager, or colleague who has directly observed your performance in a work environment. It's important that your reference can speak positively and knowledgeably about the skills and qualities that are relevant to the position you're seeking.

HOW MANY REFERENCES DO I NEED?

At least 3, and each person should be someone you have asked to be a reference. When you know your references are going to be checked by an employer, let your references know ahead of time, and share your resume with them. This will help them prepare.

DO I ADD REFERENCES TO MY RESUME?

No, list your references on a separate document. For each reference, include their name, job title, employer, email address, phone number, and your relationship to them, along with how long you have known them.

CHAMP HUSKY

Portland, ME | (207) 780-5555 | chusky@maine.edu | [linkedin.com/chusky](https://www.linkedin.com/company/chusky)

Reference #1:

Name

Job Title

Place of Employment

Address

Phone Number

Email

A brief statement as to your relationship (ex. Internship/Clinical supervisor)

Reference #2:

Name

Job Title

Place of Employment

Address

Phone Number

Email

A brief statement as to your relationship (ex. Faculty member for the past four years)

Reference #3:

Name

Job Title

Place of Employment

Address

Phone Number

Email

A brief statement as to your relationship (ex. Direct supervisor for the past three years)

Career & Employment Hub

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