



References

PHOTO CREDITS: TRIDENT TECHNICAL COLLEGE MARKETING DEPARTMENT

If you want to know where or if you should include them at all, then you've come to the right place. No, you are not supposed to put references on a résumé, but yes, you should have them ready.

When writing a résumé don't waste space by putting a references section or adding the phrase "References available upon request" at the end of your document. Many employers usually won't ask for this information until you're further along in the interview process. Here are some tips to help you:

- You should not list references on your résumé unless stated otherwise in the application's instructions. If not instructed, use a separate document
- Obtain permission from your references before you submit their names
- For each reference, confirm a preferred e-mail address and phone number where he or she can be contacted by your potential employer
- Include where your personal references are employed and what positions they hold. While they are personal references, they still should have professional careers of their own. It is appealing to employers if you have personal relationships with employed persons.
- Typically, an employer will ask for 3–4 individuals who can address your work activities, academic abilities, and personal qualities. Here is a list of sources for a reference:

- ✓ Educational Mentor
- ✓ Internship Supervisor
- ✓ Volunteer Coordinator
- ✓ Professor /Instructor
- ✓ Previous Employer
- ✓ Former Co-Worker
- ✓ Association President (or other officers/fellow members)
- ✓ Clergy (if the position is religiously affiliated)

Name

email@gmail.com | xxx-xxx-xxxx | City, State | www.linkedin.com/in/

REFERENCES

Name • Company Name

Title – Relationship:

Years Known: ##

Company's Physical Address (not PO Box)

City, ST #####

E-mail Address

###-###-####

Best Time of Day to Contact:

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City, ST #####

E-mail Address

###-###-####

Best Time of Day to Contact:

When choosing your professional references, select people who have insight into your hard and soft skills; and who you trust to say good things about you.

Résumé assistance is free of charge and available year-round for current students and alumni. To schedule your appointment with a Career Specialist, please use NAVIGATE. If you have any questions or concerns, call 843-574-6119 or email stuemploy@tridenttech.edu