

References

References are people who can tell prospective employers about your work or academic performance. It is your job to select appropriate people and ask them if they would be willing to serve as a good reference for you prior to applying to any job!

When you consider whom to ask, bear in mind that the prospective employer will be interested in talking with your reference to find out things about you and your performance. Questions a reference will be asked may include the following:

- Was he/she reliable?
- Was he/she thorough?
- Did he/she perform the duties of the job in the time allotted?
- How would you rate his/her interpersonal skills?

As a Norwich student, you may want to consider the following groups of people as possible references:

- One or two professors
- One or two coaches
- Your academic advisor
- The advisor of a club in which you were very active
- Your work-study supervisor
- The Dean of Students or Commandant of Cadets
- A member of the faculty or staff who can discuss your performance or personality
- One or two previous employers

You need only choose three to five people to serve as references. **Three** is sufficient, but if there is a compelling reason to have additional references, you may go as high as five references.

As a college student, you should be sure to include at least one former employer and at least one current or former professor. It is a good idea to provide your references with a copy of your resume which they can refer to when contacted by an employer.

Your reference document should include the following:

- Title it “References for YOUR NAME HERE”
- Their name, business, title, contact information – i.e., business email and phone number (Use the person’s correct title with his/her name, such as Col., Mr., Mrs., Ms., Dr., Professor, etc.)
- Optional – relationship to you
- Remember spelling is crucial!
- See sample on the back of this page

At the end of an interview, if you are asked for your references, give the sheet to your prospective employer. If you are not asked about references, do not bring up the subject. If an employer does not ask for references, it does not mean anything negative. He/she may have forgotten or there may be a second interview at which time you will be asked to provide references.

If you were asked for your reference sheet at the end of an interview, be sure to call all of your references. Tell them you just interviewed with XYZ Company, are very interested in the position, and provide a few details if you can such as timing of when they will likely call and what they are focusing on for skill sets and qualities.

Send a thank you note to your references and tell them whether you did or did not get the position. Not only will this keep them informed, it will make it more likely that they will serve as a reference in the future!

Note that references do not go on your resume but are a separate document. If you are printing your references for an interview make sure to use the same resume paper (a higher quality paper than regular bond) that you used for your resume and cover letter.

SAMPLE REFERENCES:

References for
Susan Sample
123 Main Street
Anytown, NH 00000
(802) 123-4567

Col. John Jones, Jr. USA (Ret)
Director of Aerospace Engineering
Maverick Engineering
(781) 123-4567
jjones@maverick.com

Relationship of one year. John mentored me as I worked on my internship with Maverick Engineering. My internship involved...

James Smith, PhD
Professor of Mechanical Engineering
Norwich University
(802) 123-4567
jsmith@norwich.edu

Relationship of three years. Prof. Smith teaches four engineering courses. He taught me "name of class" and "name of class." I received an A and a B+ respectively.

NOTE: Following the name of your reference, make any special notes, such as if the person is retired or home for the summer and should be contacted at the home phone number. Be sure to note on the bottom of the page if you have changed your name recently (gotten married, for example), and that the reference may remember you by a different name.