Components of a Reference List

1) Your name or “logo” and contact information
   ✓ Use the same font and look as your resume
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) for
     which the referee is qualified to provide a
     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

Example

Elizabeth R. Davis
905-123-5678 - erdavis@rogers.ca - 21 Lauder Avenue, Toronto, Ontario M6G 3G8

REFERENCES

Mary Anne Smith, Executive Director
Heart & Stroke Foundation
34 King Street West, Toronto, Ontario M2J 1F5
416-123-4567 - masmith@hsf.ca
Ms. Smith was my direct supervisor (1 year) who can comment on my coordination of several successful
fundraising events which overall exceeded the previous year’s total by 25%. Ms. Smith can confirm my
event planning and media relations skills, and my ability to motivate other volunteers.

Dr. D. Weinberg, Biochemistry Supervisor
University of Toronto Scarborough
1265 Military Trail, Scarborough, Ontario M1C 1A4
416-987-6543 - pweinberg@utsc.utoronto.ca
Professor Weinberg was my program advisor and mentor who provided me with advice and information on
course selection and career options over three years at UTSC. He requested my input into one of the new
biology program curriculum. Prof. Weinberg can comment on my work ethic, dedication to the task at hand
and my character.

Marlene Keirney, Store Manager
Sunshine Fashions
234 Bayview Avenue, Toronto, Ontario M7G 3G5
416-298-7654 - marlene@sfashions.ca
Mrs. Keirney was my supervisor (2 years). She can comment on my excellent interpersonal skills,
commitment to exceeding customer satisfaction and creative skills (prepared attractive displays).