



PROFESSIONAL REFERENCE GUIDELINES

GUIDE TO PROFESSIONAL CORRESPONDENCE

Office of Career Services
Indian Institute of Technology Hyderabad

Use the same header for your references sheet as you did on your resume and cover letter

- Have at least 5 references to select from when you start your search, as many employers ask for 3-5 references

When asking people to serve as a reference, keep in mind that a reference needs to be someone who knows you well and can speak about your strengths, skills, and work ethic

- Consider connecting with current or former employers, professors, advisors, coaches, supervisors from long-term volunteer work, etc.
- Do not include personal references unless the employer has specially requested them

If a reference is no longer with the organization where you worked with them, list their current contact information along with their previous title and company

Make sure you have notified your references that they might be contacted and ensure that you keep them updated on your search

- Some references will request a copy of your current resume and the position description(s) for the job(s) you are applying for- this is normal and helps your reference tailor their responses to the specific employer they are speaking with

Key Information to Include

- **First and Last Name**
- **Current Title and Company**
- **Relationship (i.e., Current Supervisor, Former or Previous Supervisor, Current co-Worker, etc.)**
- **E-mail Address**
- **Telephone Number (Make sure to include the area code!)**