

Reference List Assignment

Course Objectives:

- *Feel confident preparing for and navigating a job search, including attending and following up after career fairs and other networking events.*
- *Have a polished resume and accompanying job search correspondence.*

You need to prepare a reference list that you will use for your co-op search. A reference list contains the names and contact information for 3 to 5 people who can speak about your work experience, job performance, and/or work ethic.

At some stage in the interview process (*often following a formal on-site company interview*), you will be asked to submit your reference list to a potential co-op employer. Other students seeking a co-op will be asked to submit an application and will be asked to provide the names and contact details on the application. In order to be fully prepared for the co-op search, it is critical that you assemble your reference list.

Relevant reading: Pages 54 – 55; example on page 71

Reference List Development Steps:

1. Brainstorm individuals who might be able to serve as references during your co-op search. An ideal reference is someone who can speak about your work ethic and job performance. Individuals you might ask include:
 - Supervisor from a paid employment or a volunteer role
 - Faculty member
 - Athletic coach
 - Academic advisor
 - Student group advisor for a club or organization

Please note that family members and friends are not appropriate to use as references.
2. Contact each individual to ask permission to include him or her as a reference. Obtain appropriate contact information including job title, email, and phone number.
3. Prepare your reference list using the contact information section from your resume as a “header” for the document; be sure to have between 3 and 5 references. Some people choose to include the relationship with the reference as well, *e.g. Mr. John Smith served as my supervisor for 2 years at XYZ Company.*
4. Submit your reference list via Blackboard for grading.
5. *Suggested: Take your final error-free reference list and upload to CareerLINK. While not common, some employers may ask that the reference list be submitted at the time of application. **Be aware that you should not submit a reference list until you are specifically asked for it by an employer.***