

SAMPLE REQUEST FOR REFERENCE

References must be carefully chosen because they will say a lot about your character, work ethic, unique skills, etc. You likely will not submit your references list with the resume and cover letter, but should be prepared to send one in upon the employer's request. Here are some suggestions for composing an effective references list:

- ✓ Do not include references in your resume, always a separate page.
- ✓ Be sure to ask permission before including anyone as a reference!
- ✓ Supply them with a copy of your resume and transcript so they are able to write an accurate recommendation letter.
- ✓ Give them a return date...usually two to three weeks.
- ✓ References should be professional (supervisors, administrators, faculty, advisors, coaches, etc) rather than personal, character references.
- ✓ Thank them when you are hired...even if you know they were never contacted...by sending a thank you letter with your new, updated resume.
- ✓ Stay in touch with them and let them know how your career is progressing....maintain your network of contacts!

(Email Subject: Request for Reference – Ima Grad)

Dear Dr. McLastname:

I am applying for Marketing Assistant positions at local public relations firms. Would you be willing to provide a reference for me?

Name That Firm is asking for a letter of reference, while Local Advertising Agency requires only contact information. I have attached my resume so you can see my other involvements. Please let me know if I may provide any additional information about my experience or education to assist you in writing the reference.

I thoroughly enjoyed my undergraduate classes with you (MKT 3xx and MKT4xx), and I look forward to a career in marketing.

Sincerely,
Ima Grad