



Developing a List of References

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Career Services

Gettysburg Campus – 717-339-3576 – careergettysburg@hacc.edu

Harrisburg Campus – 717-780-2522 – career@hacc.edu

Lancaster Campus – 717-358-2290 – careerlancaster@hacc.edu

Lebanon Campus – 717-270-6359 – careerlebanon@hacc.edu

York Campus – 717-718-0328 – careeryork@hacc.edu

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Tips to Follow When Compiling a List of References

- Choose contacts that will give you a good reference and can speak to your employable skills. Consider the following people you may know:
 - Instructors with whom you have a good relationship
 - Consider a current or past instructor, even a counselor or administrator
 - You can also contact a high school instructor, guidance counselor, or administrator
 - Supervisor at current or past job
 - Colleagues who you work alongside of that can speak to the work that you do
 - Personal contacts should be professional in a field and can speak of you as a person AND worker
 - Try to avoid family members or your best friend
- Contact your potential references and ask permission for you to use their name
 - Ask for updated contact information
 - Inform references that you are applying for jobs, where and for what positions
 - Consider providing a copy of your resume to your references
 - This will allow your reference to be prepared and ready to offer feedback when they are contacted
- List 3-5 references (these can be a combination of professional and personal references)
- You can list your references in one of two ways
 - List references in alphabetical order by last name
 - List by priority order which indicates the order that you want the employer to contact your references
- Use same font (size and style) that is used on cover letter and resume

Rhonda A. Haccstudent

123 Old Philadelphia Pike

Lancaster, PA 17602

(717) 555.5555 - rhondaahaccstudent@yahoo.com

Use same heading on your references page that you have on your resume. This looks uniform and professional.

References

Reference Name

Company Name, Position Title

Company address

City, State Zip

Phone number(s) – Home, Cell, Office

Email address

Margaret Jones

HACC, Central Pennsylvania's Community College – Harrisburg Campus, Business Professor

One HACC Drive, Blocker 101

Harrisburg, PA 17110

Phone: 717-555-8765 (Office)

717-555-0987 (Cell)

Email: mjones@hacc.edu

Samuel Martin

Leadership Lancaster, Director

456 Prince Street

Lancaster, PA 17603

Phone: 717-555-1222 (Office)

717-555-2444 (Cell)

Email: smartin@leadlanc.org

Laura Simpson

The Children's Place, Store Manager

123 Park City Avenue

Lancaster, PA 17602

Phone: 717-555-3334 (Cell)

Email: laurasimpson5@place.com