

## Sample References

Career Lab  
Lucina Hall Room 235

### NATHANIEL J. PEARSON References

Ms. Barbara Kowalaski  
Fifth-Grade Teacher  
Indian Creek Public Schools  
3100 East Morehead Drive  
Anderson, Indiana 46011  
(765) 555-5555  
bkowalski@indiancreek.com

Mr. Ronald Morris  
Manager  
Cardinal Department Store  
750 Jefferson Avenue  
Muncie, Indiana 47304  
(765) 289-5555  
rmorris@cardinal.com  
(Mr. Morris was my supervisor when I worked at Target.)

Ms. Patricia Riley  
Associate Professor  
Department of Elementary Education  
Ball State University  
Muncie, Indiana 47306  
(765) 285-4444  
patricia.riley@ballstate.edu

Mr. John Lockwood  
Director  
Office of Student Activities  
Ball State University  
Muncie, Indiana 47306  
(765) 285-5000

On your résumé you can indicate that references are available upon request, but most employers will make this assumption.

If an employer requests a list of references, enclose a separate page entitled "References." For each reference, include name, job title, employer, relationship (if not clear from your résumé), business address, and telephone number with area code. Use only professional references from such people as faculty members and past and present supervisors.

Send a reference list only when an employer requests one.

Get permission in advance from all references; make sure each one has a copy of your résumé and a description of each job you plan to request a reference for; notify them when you use their names; keep them informed of your progress; send them thank-you notes; and tell them when you get a job.

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careercenter@bsu.edu