

---

# REFERENCES

---



[career.ndsu.edu](https://career.ndsu.edu)

306 Ceres Hall | 701-231-7111

*Appointments are no longer required. Drop in to work on career documents or have a conversation about your future.*

**Services offered:**

- Resume and cover letter advising
- Interview preparation
- CAREERlink job and internship board
- Internship Program
- Career fairs and expos
- LinkedIn profile assistance
- Navigating job offers
- On-campus interviews
- Graduate school preparation
- EPIC Journey: Online Career Training
- Alumni services
- Career Closet
- Career coaching and exploration

## REFERENCES

References should be people who can critique your performance in past employment, education or community activities, such as supervisors, professors, volunteer coordinators, advisers or coaches. Unless specified, three to five contacts are typical for a reference sheet.

### Tips:

- References should be professional or academic references – do not use parents or close personal friends.
- Ask for permission before using someone as a reference; send each reference a relevant job description and resume.
- Submit references to employers only when they are requested.
- Let your references know you are in a job search so they can be prepared if they are contacted.

## First M. Last

Current address • City, State Zip • 701.555.1212 • first.last@ndsu.edu

### REFERENCES

#### Dr. John Scott

*Adviser/Professor*

Communication Department  
North Dakota State University

1234 Bison Drive  
City, State Zip  
701.231.0000

john.scott@emailaddress.edu

Association: Former professor and adviser

Length of association: 3 years

#### Jane Reynolds

*Owner*

ABC, Inc.

1111 Some Street  
City, State Zip  
701.555.2222

jane.reynolds@abc.com

Association: Current supervisor

Length of association: 1 year

#### Alice Haney

*Executive Director*

Helping Homes, Inc.

3433 ABC Street South  
City, State Zip  
701.555.1111

alice.haney@helpinghomes.com

Association: Past supervisor

Length of association: 2 years