
REFERENCES



career.ndsu.edu

306 Ceres Hall | 701-231-7111 | ndsu.career.center@ndsu.edu

No appointment necessary. Drop in to have a career conversation or to work on your documents.

Services include:

- Resume and cover letter review
- 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
- Career Closet
- Career exploration

Career services are available to all undergraduate, graduate, and alumni up to five years post-graduation.

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

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Association: Former professor and adviser

Length of association: 3 years

Jane Reynolds

Owner

ABC, Inc.

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Association: Current supervisor

Length of association: 1 year

Alice Haney

Executive Director

Helping Homes, Inc.

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Association: Past supervisor

Length of association: 2 years