References

Employers may ask for references when applying to jobs or after an interview. Don't use space on your resume for references – if and when an employer is ready, they will ask for them. Having 3-5 people listed as references is ideal.

Who to Ask

1. Selecting people that have supervised your work in extracurricular activities, volunteering, jobs, and internships are appropriate
2. Utilize Faculty and staff members that you have connected with while at Milligan University.
3. Personal references should not be family members and should only be used if they can speak to your skills and talents that would be applicable to an employer
4. Obtain approval from people you are planning to list as references and provide them with background information on the position for which you are applying

How to Provide the Information

1. Have a prepared Reference Page that is formatted like your resume (same font and style) with you when you interview, otherwise be prepared to provide it at a later date
2. Provide each contact's name, job title, company name, work address, phone number, and email address
3. Send each of your references a thank you note when your job search is over