

References

Use Optimal Resume at mssu.edu/career

Choosing Your References

- Choose your references wisely
- Hiring managers will ask about:
 - Your past job duties
 - Your strengths and weaknesses
 - Confirmation of your job title and time frame you worked with the company
 - Your accomplishments
 - Your preferred work culture
 - If there is anything they should know about you
- Provide a variety of contacts, such as a past supervisor, co-worker, instructor, coach, etc.
- Contact all of your references beforehand to reconnect and ask their permission
- Make sure you have your references' updated contact information
- Keep your references informed of the positions you are applying for, give them a copy of your resume, and let them know they should anticipate being contacted

Make Your Reference Page Using Optimal Resume

- mssu.edu/career
- Choose Students/Alumni
- Click on Optimal Resume, Login
- Choose create new resume
- Select "Sample Reference Pages"
- Match the header to your resume and cover letter

Document Guidelines

- Formatting should match resume and cover letter
- Provide 3-4 references
- Use professional references (no neighbors, friends, or family)

Other Tips to Remember

- Choose references that can speak to your abilities rather than someone with a better title within the company
- Just like resumes, reference lists can become outdated; update your list periodically
- Thank your references and keep in touch even after you get the job
- When applying for a position by e-mail or online, be sure to submit all documents as **pdf** files

Build your resume, references, and cover letter online with Optimal Resume

Go to mssu.edu/career
Choose Student/Alumni,
then click Optimal Resume



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