

When submitting job applications be prepared to provide references who can attest to your work. Ask professionals who know you well and can provide a strong, positive reference. Consider asking current or former employers, faculty members (especially for graduate school admissions), and advisors to student organizations.

A reference list typically consists of three people and includes:

1. Name
2. Title
3. Organization
4. Address
5. Phone Number
6. Email Address
7. How you know the person and for how long

Use the space below to start brainstorming whom you would include in your reference list

Name	Relationship	Contact Information

Sample Business Card (Front)

Your Name

Youremail@berkeley.edu

(510)555-5555

B.A Sociology, May 20XX

3.7 GPA

Resume available at:

<http://linkedinmyprofile017/HN>

Sample Business Card (Back)

Seeking opportunities in Community Service

Organizations within the East Bay region

- Spanish/English Bilingual
- Program Coordination
- Quantitative Research
- Budget Management
- Volunteer Recruitment
- Event Management
- Community Organizer
- 4 Years mentoring Latino Youth