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

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<tr>
<th>Name</th>
<th>Relationship</th>
<th>Contact Information</th>
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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
- Quantitative Research
- Volunteer Recruitment
- Community Organizer
- Program Coordination
- Budget Management
- Event Management
- 4 Years mentoring Latino Youth

Career Tip: Before you list someone as a reference be sure to ask their permission. Make them aware of your career goals and application so they can speak to the skills the employer seeks. Use the Career Ready Competencies on page 5 as a guide on skills sought by all employers.