

## Selecting References for Applications

When choosing professional references on job or internship applications, consider the following:

- Select individuals who have worked closely with you, such as professors, committee members, and research advisors. Remember that the program director may not have worked with you closely enough to be an appropriate choice as a reference.
- Before using anyone as a professional reference, ask whether or not they would be willing to give you a positive recommendation. If they are, be sure to go over any key items, such as special skills or research goals, which you would like your reference to address.
- Supply your references with the following items prior to submitting your application:
  - Curriculum vitae (Resume)
  - Transcripts
  - Description of the position being sought
- Double check that the contact information for you references is current. Complications in contacting provided references reflect poorly on the candidate.

If you require additional assistance with your resume, visit the Career Services web site.  
<http://www.asu.edu/studentaffairs/career/Students/Resumes/gettingstarted.htm>