

LFCC

Lord Fairfax Community College



Resume and Cover Letter Handbook



Counseling, Advising and Career Services

Middletown Campus
Rm #162 Fairfax Hall
540-868-7110

Fauquier Campus
540-351-1507

Luray-Page County Center
540-843-0722

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Career Services will critique your resume and cover letter during walk-in hours, individual appointments or by email (careerservices@lfcc.edu). Allow 3 business days for feedback.

Updated June 2013. Created in 2013 from various sources including College Central Network Articles, Millersville University Resume Handbook, and staff at the Career Services staff at LFCC Middletown Campus. Special thanks to faculty for discipline specific feedback on resumes.

Resume

A resume is a marketing tool used to sell yourself to employers. Landing the job is not the purpose of the resume; rather it is to help you obtain a job interview. Your resume needs to be:

- Attractive and scannable to the eye
- Error free
- Targeted to the position to which you are applying
- Accurate: misrepresenting yourself may lead to losing an offer/job

The most effective resumes are ones that are tailored to specific employers and positions. Be prepared to have three or four resumes targeted to specific positions and organizations.

Resume Basics

Identification Section: This section includes your name, mailing address, phone number(s), and email address and website (include only if your personal website is professional).

Education Section: Includes your college, degrees or certifications, major(s) and graduation month and year, and may include your GPA if a 3.0 or better (overall or major). You may also note honors, such as Dean's List, in this section. List additional degrees in reverse chronological order (most recent degree listed first). You may also list another university/college if you feel it is relevant for the positions to which you are applying or if you completed significant course work (for example 35 credit hours) at that institution. High school information is typically not included.

Experience Section/ Relevant Experience: Includes employment, internships/co-ops, volunteer experiences, research projects/thesis, and significant campus activities.

- Focus on the skills and tasks developed at each job.
- Use short concise statements.
- Use action verbs and adjectives to describe each skill or task.
- Cite specific responsibilities and accomplishments for each position (using the "Power Verbs" listed in the handbook).
- Each statement may be displayed in either bullet or paragraph format; complete sentences are not necessary in bulleted format.

Skills/Relevant Courses/Projects: Course work is typically shown on a resume if you do not have relevant experience related to the career you are pursuing or if your coursework makes you uniquely different than others in your major.

Optional

Summary: Brief statement that is specific to what you offer as a job candidate. This statement will be customized to the position to which you are applying. The summary should be no longer than two sentences. Avoid using generic phrases such as "an entry-level position."

Awards, Honors, and Achievements: Include any if they are relevant to the position you are seeking. Mention what the award was for and describe it in more detail in an interview, as appropriate.

Organizations/Activities: Include any organizations, clubs, community service, or volunteer experiences; especially those that show achievement or professional standing. Also include any offices that you held (you may have listed some of these in your experience section, so there is no need to list them twice).

Technical or Special Skills: Example headings may be “Computer Skills,” “Laboratory Experience,” “Publications,” “Presentations,” “Professional Associations/Affiliations,” etc.

References: Your references should be on a *separate* sheet of paper, accompanying your resume.

Possible Power Verbs for Describing Experiences

Describe your experiences utilizing “action” or “power” verbs. Listed below are examples of these verbs that can be used effectively in your resume. Use the present form of the verb when describing current experiences.

Accomplished	Completed	Distributed	Heightened	Managed
Achieved	Composed	Diverted	Helped	Manipulated
Acted	Computed	dramatized	Hypothesized	Mediated
Activated	Computed	drew	Identified	memorized
Adapted	Conceptualized	Drove	Illustrated	Mentored
Addressed	Condensed	Edited	Imagined	Met
Administered	Conducted	Effected	Implemented	Modeled
Advised	Conserved	Eliminated	Improved	Modified
Aided	Consolidated	Emphasized	Improvised	Monitored
Allocated	Constructed	Employed	Incorporated	Motivated
Amplified	Consulted	Enforced	Increased	Navigated
Analyzed	Contrived	Engaged	Influenced	Negotiated
Answered	Controlled	Established	Informed	Observed
Anticipated	Cooperated	Estimated	Initiated	Obtained
Appointed	Coordinated	Evaluated	Innovated	Offered
Appraised	Corresponded	Examined	Inspected	Operated
Approved	Created	Expanded	Inspired	Ordered
Arbitrated	Decided	Expedited	Installed	Organized
Arranged	Defined	Experimented	Instituted	Oriented
Ascertained	Delegated	Explained	Instructed	Overhead
Assembled	Delivered	Expressed	Integrated	Overhauled
Assessed	Demonstrated	Extended	Interpreted	Oversaw
Attained	Derived	Extracted	Interviewed	Painted
Audited	Designed	Fabricated	Introduced	Participated
Augmented	Detailed	Filed	Invested	Perceived
Awarded	Detected	Financed	Inventoried	Performed
Broadened	Determined	Fixed	Investigated	Persuaded
Budgeted	Developed	Focused	Judged	Photographed
Built	Devised	Followed	Launched	Piloted
Calculated	Devoted	Formulated	Learned	Pinpointed
Cataloged	Diagnosed	Fortified	Lectured	Planned
Charted	Diagrammed	Founded	Led	Played
Checked	Directed	Gathered	Lifted	Predicted
Classified	Discovered	Gave	Listed	Prepared
Coached	Displayed	Handled	Logged	Presented
Communicated	Disproved	Harmonized	Made	Preserved
Problem-Solved	Reconciled	Restituted	Sought	Trained
Processed	Recruited	Restored	Specialized	Transcribed
Produced	Rectified	Retrieved	Spoke	Translated
Programmed	Reduced	Revamped	Streamlined	Treated

Projected	Reestablished	Reviewed	Structured	Tutored
Promoted	Referred	Revised	Studied	Typed
Proofread	Regulated	Risked	Substituted	Umpired
Proposed	Rehabilitated	Sang	Suggested	Understood
Protected	Rehearsed	Scheduled	Summarized	Understudied
Proved	Reinforced	Selected	Supervised	Undertook
Provided	Related	Sensed	Supplied	Unified
Publicized	Remembered	Separated	Supported	United
Purchased	Rendered	Served	Symbolized	Upgraded
Qualified	Reorganized	Set Up	Synergized	Used
Questioned	Repaired	Sewed	Systematized	Utilized
Raised	Reported	Shaped	Talked	Verbalized
Read	Represented	Shared	Taught	Verified
Realized	Researched	Sketched	Team-built	Volunteered
Reasoned	Reshaped	Sold	Team-taught	Weighed
Received	Resolved	Solved	Tended	Widened
Recommended	Responded	Sorted	Tested	Worked

Types of Resumes

Chronological: Recent graduates and individuals with significant work related experience will choose this format. Information in this format should be reverse chronological order.

Functional: Individuals making a career change, re-entering the workplace, or who have had little experience may choose this format. The emphasis is on skills and qualifications developed in work while drawing upon experience, education, and personal background. Headings are used to separate particular skills. Example headings: Managerial Skills, Financial Skills, and Organizational Skills.

Combination: The combination resume is a blend of the chronological and functional resumes. It allows for flexibility to choose the parts that work best for your experiences.

Creative: This resume type is ideal for those entering a highly creative field such as graphic design or art. It combines aspects of other resume layouts and uses an original and unique layout with distinct content. While this may work in highly creative fields, you must be certain when you use this format that you are sending your resumes to organizations that will appreciate it. You are best served to also prepare a traditional resume for more conservative businesses or organizations.

Federal Resume: A federal resume is a resume that includes all the information the federal government requires in an application for employment. The federal resume must include specific information in a certain chronological format and lists job related and recent employment, education, training, and skills. If you are applying for a federal job, be sure to follow all of the requirements to the letter!

Tip Sheet for a Successful Resume

1. Use keywords from the job posting.
2. If submitted in person, use official Resume Paper that is 24 lb. weight, 100% cotton, and neutral in color (white, off-white, ivory, or light grey) for your resume, references AND cover letter.
3. If submitted online, be sure to change your resume format to .pdf and/or a text file. This insures your resume's format will not change when viewed in different programs or computers.
4. If you have a section on your resume with just one item in it, try to combine that heading with another one. A "thin" section could draw attention from one of your more important accomplishments.
5. You are not locked into using a chronological resume only. Use the style that you feel best encompasses your experience.
6. Listing languages, beyond English, in which you are fluent can help boost your status as a candidate.
7. Most recent college graduates should be able to fit their resume on one page.
 - Students with extensive experience or majors with practicum/student teaching or internship experience may need a two page resume.
 - If your resume is two pages, be certain you use over 1/3 of the second page and list on page 2, your name, email and/or phone number at the top using same font as on page 1.
8. When listing your experience, the employer doesn't need to see your life story. High school jobs or positions you held 10 or more years ago may no longer be relevant. **List experiences which showcase your ability to meet the required skills of the positions you are seeking.**
9. Do not list your references on your resume. References should be included on a separate page. Make sure each person listed has your permission to share their name on as a reference.
10. Listing courses on your resume: You can list courses that make you uniquely different from your classmates; if you don't have much experience outside of the classroom, list courses that are relevant to the position.
11. Keep in mind that the company you turn down today may later have a job available that you want!

Sample Resumes

The most effective resumes are ones that are tailored to specific employers and positions. Below are some industry specific examples of resume tailored to the job.

Nursing: Include clinical experience and highlight transferable skills from former jobs. The skills section focuses on the nursing skills learned during clinical experiences.

Internship Resume: Highlight transferable skills from other jobs, club experience and projects to the job which you are applying. Include related courses.

Military Experience: Writing about military experience in a resume varies for the industry or position. Assume the employer reading your resume knows no military 'lingo' to bring out the relevant skill set. You may need to talk through your military experience with someone who does not know a lot about the military to find the correct words to describe your experience.

Information Technology: Be sure to highlight the skills you learned in class with a skills section and/or course work section.

Engineering: Include names for industry specific tools. Be sure to highlight the skills you learned in class with a skills section and/or course work section.

Business: Besides your work experience, utilize your club and volunteer experience to help show your business savvy mind-set and skills.

Administrative Support Technology: Format is key in Administrative Support Technology to show you know how to format documents aesthetically. Highlight what skills and experiences you bring above and beyond your typing speed and clerical tasks.

Lady Fairfax

173 Skirmisher Lane, Middletown, VA 22645

540-868-7110 careerservices@lfcc.edu

EDUCATION

Lord Fairfax Community College, Middletown, VA

May 2012

Associates Degree of Applied Science in Nursing

GPA: 3.7/4.0 Phi Theta Kappa

Certifications: **Registered Nurse** May 2012

CPR Certification

Certified Nurse Aide, August 2008

CLINICAL EXPERIENCE

Nursing Practicum: *Acute Adult Health* (135 hours)

Spring 2012

- Provided hands-on care to patients with gastro-intestinal disorders, pulmonary disorders, and other disorders in the medical surgical unit at Warren Memorial Hospital, Front Royal, VA
- Skilled at IV therapy, generation of care plans

Issues and Applications of Family Caregiving (45 hours)

Fall 2011

- Worked with Caregivers' Community Network, a program of information, companion care and support for family caregivers specifically focused on providing respite care to those diagnosed with Alzheimer's

WORK EXPERIENCE

Home Health Aide, Woodstock, VA

2008-2010

Private Care

- Administered medications, aided in activities of daily living, cooked, and cleaned
- Documented patient notes, utilized various monitoring equipment

RELEVANT COURSEWORK

Developmental Psychology: An introduction to human development with emphasis on life span processes through physical, emotional, cognitive, and social development

Ethics: A systematic study of representative ethical systems with a focus on implications

ACTIVITIES

LFCC Campus Care Club, *Treasurer*

2009-2011

- Led weekly meetings and promoted events throughout the school
- Managed budget of \$500

Sample Resume- Business Management

NAME HERE

100 SKIRMISHER LANE
MIDDLETOWN, VA 22645

540-868-7110

NAMEEMAIL@VCCS.EMAIL.COM

SUMMARY

A highly skilled and motivated manager with 13 years of experience in handling financial operations, designing policies for the company, achieving customer satisfaction, staff supervision, and the ability to pinpoint areas for improvement and redesign

EXPERIENCE

Program Manager and Human Resource Administrator May 1997-April 2010
United States Postal Service Middletown, VA

- Identified and solved a range of problems relating to organizing work tasks and managing limited resources
- Implemented business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods and coordination of people and resources

Business Manager June 1993- April 1997
St. Luke Methodist Church and Preschool, Winchester, VA

- Provided bookkeeping, financial reporting, payroll for 45 employees and payable processing for church councils and school
- Computed tax payments, completed Quarterly Federal Tax Returns and generated year-end W-2's and 1099's
- Tracked and monitor budget related expenses, building use and explore cost reduction ideas
- Maintained confidential stewardship records and contributions. Process the billing, collections, and deposits for school and church
- Oversaw \$1.6 million member loan project

EDUCATION

Lord Fairfax Community College, Middletown, VA May 2013
Associates Degree of Applied Science in Business Management
GPA: 3.3/4.0

ACTIVITIES

Scout Leader, Boy Scouts of America 1998-Present

- Designed leadership activities
- Coordinated events, trips, and activities for over 20 boys ages 12-18
- Successfully mediated adolescent disputes

Michael Hart

645 Experience Drive
Winchester, VA 22222
540-676-8989 MHH@email.vccs.edu

Education:

Lord Fairfax Community College, Middletown, VA
Associate Degree in Business Administration

May 2012

Montgomery Community College, Rockville, MD
Associate Degree in Television Production

August 1997

Experience:

XYZ Company, Washington, D.C ,
Security Monitor, May 2011 - current

- Monitored personnel throughout government facilities in order to keep classified material protected
- Observed and reported any infractions committed by personnel
- Maintained a safe environment for all employees by notifying the proper authorities if any suspicious acts were noticed
- Greeted and escorted visitors and guests throughout the facilities

United States Coast Guard, May 2000 – July 2009

Petty Officer, 1st Class

- Answered phone calls and directed visitors to their desired locations
- Trained over 1000 recruits on safety procedures, proper handling and marksmanship of small arms
- Acted as armory training petty officer
- Acted as preventive maintenance petty officer
- Constructed annual training schedules
- Ensured staff was in compliant with all required training and certifications
- Constructed semiannual preventative maintenance schedules and made certain that all maintenance was performed on time
- Assisted with the setup and coordination of moving personnel to an off-site location with zero accidents

Montgomery Community Television, Rockville, MD

Camera Operator, June 1998 - May 2000

- Managed details of three camera positions
- Checked camera operations prior to taping to prevent problems
- Ensured new team members were familiar with their assignments

Certifications:

Leadership and Management Roadshow

January 2008

Instructor Development Course

August 2007

Small Arms Instructor School Course

February 2008

Boarding Team Member Training

April 2001

Maritime Safety and Security Team Tactical Crewman Course

August 2005

Sisco Luray

444 Wiring Road
Gainsville, VA 22222

555-111-4444
Luray.IT@yahoo.com

SUMMARY

A dynamic, innovative Network Specialist with professional experience in networks, web design, and database management.

EDUCATION

Lord Fairfax Community College, Warrenton, VA

May 2011

Associates of Applied Science Degree in **Information Systems Technology**

Career Studies Certificate in **Networking Specialist**

GPA: 3.0/4.0

SKILLS & COURSES

- Structured Query Language
- Linux, Apple, & Microsoft troubleshooting and Maintenance
- A+ Certification
- Microsoft Visual Basic 2010
- Microsoft Windows Server 2008
- Visual Basic.NET
- VMWare and Hyper-V virtualization
- Dreamweaver & Firework
- HTML, & XHTML
- Javascript, Java SE, & CSS
- CISSP-hacking techniques, tools, and incident handling

WORK EXPERIENCE

Shenandoah County Fair Association

Woodstock VA

IT and Web Specialist

January 2011-Present

- Managed databases of fair contact, events, and finances
- Updated social networking sites to increase outreach to the community
- Utilized Dreamweaver to promote fair activities through the website

Best Buy

Front Royal, VA

Inventory Specialist

October 2010-September

2011

- Assured that all customers' inquiries and concerns were answered and resolved
- Maintained a clean, well-stocked store for customers
- Greeted and assisted customers in a friendly positive manner
- Executed ad sets, schematics, and price changes as needed
- Processed all returns and defectives using proper procedures
- Processed freight from unloading of the truck to placing product on sales floor

JAMAL BROWN

123 Jamestown Road, Warrenton, VA 22222
Phone: 540-333-3333 Email: J.B @yahoo.com

EDUCATION

Lord Fairfax Community College

Associate of Applied Science Degree in General Engineering Technology:
Mechanical Engineering Technology

May 2008

SKILLS

- AutoCAD Level I& AutoCAD Level II (Advanced)
- Commercial Design (Revit 2010)
- AutoCAD 3D
- Drafting Principles (AutoCAD 2010)
- Parametric Solids 3D (Inventor 2010)
- Engineering Economics

EMPLOYMENT HISTORY

Century Stair Company, Haymarket, VA
AutoCAD Drafter

2002-2010

- Utilized AutoCAD software to draw and design residential stairs and rails for various sub-divisions throughout the Maryland, Virginia, District of Columbia and West Virginia areas
- Created flat packs for the stair designs to generate .dxf files
- Generated programs using Enroute3 to be used on CNC routing machines
- Trained new CAD employees and managers in the use of AutoCAD software while creating a training manual based on company standards resulting in a savings of \$1200+ per CAD employee
- Used Excel spreadsheets to create parts lists, log hours and to organize purchase orders
- Effectively communicated with sales, management and outside companies
- Used Outlook to place orders for needed parts and communication with sales and management

Shipping and Receiving

- Delivered products to various job sites
- Increased operational efficiency by identifying ways to organize routing: saved twenty man hours per week

Family Dollar Distribution Center, Front Royal, VA
Bulk Order Supplier

2001-2002

- Picked orders to be shipped to area stores
- Processed orders in a timely manner

LUCINDA LOPEZ

123 Mulberry Lane Berryville, VA 2222
540.888.2222 L.LOPEZ@hotmail.com

EDUCATION

Lord Fairfax Community College, Middletown, VA

Certificate in Medical Billing/Coding

December 2011

Certificate in Medical Administrative Assistant/Transcription

May 2012

GPA 3.5/4.0

WORK EXPERIENCE

Crawford Electronics, Winchester, VA

Customer Service Representative August 1999 - August 2004

- Greeted clients and schedule for appointments
- Answerd phones, schedule appointments, answer client inquiries or direct them to the appropriate resource
- Updated client information in hospital database

Keepers Temporary Agency, American Society of Civil Engineers, Reston, Va

Administrative Assistant 1990-1999

- Duties include supporting staff in general clerical and project based work
- Create spreadsheets, presentations, documents and report
- Conduct research to assist with planning of Association conferences
- Edit professional publications

SKILLS

- Word process 60 wpm
- Data entry and records transactions
- Operate Point of Sale Systems
- Microsoft Office Suite
- Basic web design software
- Quickbooks, FaxRush, and Goldmine Systems

ACTIVITIES

International Association of Administrative Professionals, LFCC Student Chapter

President Fall 2011-Spring 2012

Secretary Fall 2010-Spring 2011

- Managed budget of \$600 with team of other club officers
- Conducted meetings as president and kept notes as secretary
- Increased membership by 10%
- Coordinated Lead school wide fund raisers for local charity organizations

Cover Letters

WAIT! Don't mail that resume uncovered!

While the resume is an essential part of your job campaign, it is not complete unless it is accompanied by a cover letter. Resumes that are mailed or emailed to prospective employers need to have a cover letter included. Cover letters need to be targeted to the specific position you are applying to and should highlight your experience and direct the employer to the resume. Don't repeat what is in your resume.

Cover Letter Basics:

- Entices a potential employer to read the resume
- Explains why the resume was sent
- Conveys enthusiasm and specific interest in the organization/position/graduate school
- Allows further communication by indicating next steps
- Tailors specific skills or attributes to the position
- Provides a professional example of work quality by being neat, well organized, concise, and **technically flawless**
- Use the same type of paper you used for your resume, 24 lb., 100% cotton resume paper that is neutral in color (white, off-white, ivory or light grey)

Email Cover Letter Basics

- Follow the employer's instructions on how to submit your cover letter and resume
- Make sure that your email cover letter is written as well as any other professional correspondence
- Remember to use a simple font and remove fancy formatting. Don't use HTML.
- If the job posting asks you to send an attachment, ask the employer what format they would like to receive your documents. Typically employers can view documents as a PDF or as Microsoft Word
- Make certain you list the position you are applying for in the Subject Line of your email
- Include contact information below your signature line. This makes it easy for the hiring manager to get in touch with you

Job Search Letter Types:

- Application or inquiry: Answering an advertised position or exploring if there is a position within the targeted organization
- Thank you letters: Mailed within 48 hours of an interview or contact, thanking the individual, restating or clarifying your strengths for the position, and restating the next steps in the hiring process
- Acceptance or Rejection Letters: Confirms acceptance or rejection of position offered. States your understanding of the responsibilities in the position and verifies starting date and salary

Letter Design:

Heading: Use the same heading as your resume

Opening paragraph:

Introduce yourself and tell them why you're interested in the job. Let the reader know where you saw the position posted. If you were referred to the position by a friend or colleague, identify the person's name in the opening sentence. Keep it professional.

Second/third paragraph:

- Describe your skills and qualifications and what makes you the best candidate for the position.
- Remember to focus on how your qualifications match this position. This is the time to highlight points on your resume, but be careful that you DO NOT restate what you have outlined on your resume.
- Give specific examples of how your education, skills, and experiences will help you to be an outstanding candidate for the position. Make sure you tell an employer what you can do for the company NOT what the company can do for you.
- Make sure that every "required" skill/ability in the job description is addressed either in your cover letter or your resume.
- The second paragraph can be in paragraph style or in bullet point style.

Closing paragraph:

Thank them for reviewing your resume and outline a course respectful of action. Remember to provide a phone number or email address so that they can get in touch with you.

Once your cover letter is written have it critiqued by someone who is savvy with such documents. Career Services will critique your resume and cover letter during walk-in hours, individual appointments or by email (careerservices@lfcc.edu). Allow 3 business days for feedback.

Sample Cover Letter

Name

Address

City, State, Zip Code

Phone Appropriate Email

Date

Employer Name

Title

Company

Address

City, State, Zip Code

Dear Ms. Black:

Suzanne Smith, a regional sales manager at Major Max Company, suggested I write to you regarding the Marketing Assistant position in your sales department. I have heard a great deal about Major Max over the years and know it is a well-respected and innovative leader in the retail industry. I would appreciate the opportunity to begin my professional career working with your organization.

One of my strengths is my ability to work with a team to develop effective marketing plans. I worked for the Best Dressed Corporation from 20xx– 20xx. During this two year period I exceeded my sales goals by 49% and received the “Top Salesperson of the Month” award eight times. As a result of these experiences, I have developed the skills necessary to succeed at Major Max Corporation.

After you have reviewed my enclosed/attached résumé, you will see how my skills, education, and experience will contribute to your sales department team. I look forward to meeting you to discuss in detail my qualifications as your Marketing Assistant.

Sincerely,

Sign in black ink

Your Name

Attachment: Resume

Sample Thank You Letter

Name

Address

City, State, Zip Code

Phone Appropriate Email

Date

Employer Name

Title

Company

Address

City, State, Zip Code

Dear Dr. Flander:

Thank you very much for taking the time to interview me for the Production Line Manager position at the Leftorium on October 31, 20XX. It was extremely interesting to learn about your company and the services that you offer. I respect the work and accomplishments that your organization provides to left-handed people in the Warrington area.

My enthusiasm for the position and my interest in working for the Leftorium was strengthened as a result of the interview last Thursday. I believe my education and experience match very well with the job requirements, and will allow me to be a productive and efficient member of your team. For example, my five years of working with left-handed lawyers will assist me in developing a product line for your clients. I am highly motivated, open-minded, and a good facilitator. I am sure that I could make a significant contribution to the productivity of your organization.

I would like to reiterate my interest in the position and your organization. If there is any further information I can provide, please do not hesitate to contact me. I look forward to speaking with you soon. Again, thank you for the interview and your consideration of me as your next Production Line Manager.

Cordially,

Sign name in black ink

Your Name

Professional References

References are people who can speak to your ability to do the work required for the position and who can also speak about your work ethic, technical/theoretical knowledge base and your ability to grow beyond the position for which you are currently applying. If you are applying for schools or certification programs, your references will need to speak about your ability to handle the academic requirements of the program, your scholarly achievements and your commitment to the field. Typically you will be required to provide 3-5 references.

Possible References

- Supervisors and former supervisors are great references. They have worked directly with you, and can give an honest, yet positive assessment of your abilities.
- Listing a college professor with whom you worked closely is a good idea. An employer will be able to learn about your research interests and where you learned your skills.
- Academic and organization advisors can also be good resources of individuals who know you and your experiences related to the field you are about to enter.

A few final notes on references

1. Make sure you have permission to use someone as a reference. You can't expect someone to talk highly about you if you don't ask for their permission for employers to call them.
2. When asking someone to be a reference, talk to them about what types of things they will say about you. **If the individual can only give negative comments about you or is vague about your experiences and skills, don't list them as a reference.**
3. Send your references, your resume, and a statement of what types of positions to which you are applying.
4. Keep your references informed of how your search is going and what organizations received their name.
5. Let them know when you get offers and accept a position.
6. Thank your references. You should be grateful that they are helping you in your job search. A thank-you note shows that you appreciate their assistance.
7. Select your professional reference people carefully. A good, well-spoken reference can "make or break" the hiring decision.

Your reference page

- Format your reference page with the same heading as your resume and cover letter to create a visual brand for yourself.
- Bring a copy of your reference page with you to an interview

Sample References

JAMAL BROWN

123 Jamestown Road, Warrenton, VA 22222

Phone: 540-333-3333 Email: JBrown@yahoo.com

REFERENCES:

Mr. Carl Carlson
Shift Supervisor
Springfield Nuclear Power Plant
227 Fallout Avenue
Springfield, VA 12345
(540) 555-6853
ccsnpp@snpp.com

Dr. Nicholas Riviera
Professor of Biology
Lord Fairfax Community College
173 Skirmisher Lane
Middletown, VA
(540) 555-2663
n.riviera@hotmail.com

Ms. Selma Bouvier
Assistant Director
Department of Motor Vehicles, Winchester
227 Driveway Boulevard
Winchester, VA 22601
(717) 555-2277
Bouvier2784@gmail.com