

Montclair State University – Feliciano School of Business  
*Format for References*

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**Rules of References:**

- Ask permission from each person that you list as a reference.
- References should be people who can attest to your qualifications for a particular position. The best references are people for whom you have worked or professors who are aware of your strengths. Do not list friends or family members.
- Be certain that the person will give a positive reference.
- Give them a copy of your resume and let them know the type of job you are seeking.
- Keep them informed of your job search progress.
- Be sure to send a thank you note for serving as a reference.
- Maintain contact with references even when you are *not* looking for a job.