**Reference Example**

Carlos Montgomery  
412 22nd Avenue S., Minneapolis, MN 612-555-5555 email@umn.edu

**REFERENCES**

Jane Doe  
Director, Community Engagement  
American Cancer Society  
950 Gentian Rd #11  
Eagan, MN 55121  
612-555-5555  
jdoe@cancer.org

**Relationship:** Direct supervisor for two years

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**Thank You Notes**

After you interview for a job or internship, **send a thank you note to your interviewer(s) within two days.** Send either a handwritten note card, an email, or a typed letter (printed out and mailed). Email is a good choice if your interviewer prefers email contact, or if you know a hiring decision will be made immediately.

- Proofread, then proofread again. Check for typos, grammatical errors, and awkward sentences.
- If you were interviewed by multiple people, the best thing to do is send an individual thank you to each person who interviewed you. At a minimum, send a thank you to whoever seemed to be the lead in the interview.
- Keep track of who you send thank you notes to and when. Keep a copy of emails and letters.

**Sample thank you note:**

Hello Elaine Blackstone,  

Thank you for the opportunity to meet with you about the Marketing Assistant position, and for the tour of your wonderful new store. I would be excited to use my marketing and retail experience, and my creativity, to help develop effective marketing campaigns. I would look forward to helping Hipster Clothing become an industry leader. The fast-paced energy and collaborative environment is exactly the type of culture in which I thrive. Please contact me at 123-456-7890 or email@umn.edu if you need any additional information.  

Thank you again for your time,  
Carlos Montgomery
Avoid these common cover letter mistakes

- Ignoring directions from the employer. Carefully read the job description and follow the guidelines provided by the employer.
- Exceeding one page.
- Submitting a cover letter with grammar or spelling errors.
- Overuse of "I" statements.
- Using language that undermines your confidence: Say "I will be a great asset" NOT "I believe I would be a great asset."
- Making it all about you: While the position may benefit you in exciting ways, remember to also share how you will contribute to the employer too.
- Using clichés, such as the phrase, "As you can see on my résumé."

References

You may be asked to provide 3-4 professional references before receiving a job offer. You may choose to ask:

- Former or current supervisors at jobs or internships.
- Co-workers.
- Professors/teachers or staff (advisors).
- Committee or student organization members with whom you have served.

Do

Ask someone to serve as a reference in person, so they can ask any questions and you can gauge their reaction.

Don’t

Choose someone who can’t give you a strong recommendation; if they can’t or seem hesitant, find someone else.

Talk with your references in advance, and have your references list ready when you begin applying for positions.

Send information until it has been requested.

Make sure to inform your references BEFORE you apply so they are prepared for a call/email.

Have your reference list available. If you’re asked for your references during the interview, you’re prepared to provide them.

What to include in your reference list

1. List your contact information at the top of your reference page, as on your résumé.
2. Page title ("References") - This should be formatted to match your résumé.
3. References
   a. Name
   b. Title
   c. Organization
   d. Phone
   e. Email
   f. Describe the length and nature of the relationship.