
References

Office of Career & Professional Development
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Your **list of references** (not to be confused with letters of recommendation) is an important part of your application package. It is never included as a part of your resume, but prepared as a separate page. Sometimes you will submit this list with your resume and cover letter, but more often you will provide it to the employer upon request.

How many references? Three to five names are sufficient. Three very strong references are better than three strong and two mediocre ones. Strong references can make the difference between two equally qualified candidates, and a weak or neutral reference can defeat your candidacy. While the order in which you list them is not important, it is common to list the most recent reference first.

Who should be your references? Anyone who knows you in a **professional or academic** setting (rather than a personal contact). You want people **who will immediately recognize your name** and convey enthusiasm about you. A response to a reference call of “Who?” can damage your credibility. A law student is expected to list **at least one law school faculty member** (LW&R and Moot Court professors are fine), as well as a previous supervisor, legal or non-legal. You can also include an undergraduate professor if you graduated recently

Before you type any names on your list, you **must ask every prospective reference** if they are willing to recommend you. Unless you receive an enthusiastic “yes!” - bypass that person and move to another. If they do agree to be a reference, provide them with an updated copy of your resume and information about the types of positions you’re seeking. You also might mention what information you would like potential employers to hear about you (e.g., writing skills, conscientious attention to detail, willingness to tackle difficult projects, etc.). **Keep your references updated about your job search** progress, as they can become valuable networking contacts. Inform your references about employers who are likely to contact them each time you use your list.

Below is a sample reference page. The header should be the same as your resume. Include the full name, title, address, email address and **telephone number(s)** of each reference. It also should include a brief **notation of how each person knows you**. Employers will usually phone a reference; an email address alone is not sufficient!

JANE Q. STUDENT

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REFERENCES

Professor Robert Smith
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Professor Smith was my Fall 2015 Evidence professor.

Sara A. Jones
Executive Director
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Ms. Jones was my supervising attorney during my Summer 2015 internship.

Mary J. Brown, Esq.
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Ms. Brown supervised my work as a paralegal from 2010-2014.