

Strive to Thrive

Career Tips For Ted Rogers School Students

These reports leverage the expertise of BCH staff to share best practices for students & alumni.

Providing References

References are often used to verify information provided in your application and your interview.

TIP: On your resume, do not include “References available upon request”. This is not necessary as it is implied that if an employer requires references, they will ask for them.

Types of References

Work Reference Most common type of reference; this person has been your colleague or supervisor for paid work or volunteer work

Academic Reference A professor or teacher who has known you for a period of time; they should be able to provide information regarding your abilities and performance

Personal/Character Reference Least common type of reference; this person should be able to speak about your character and personality

Reference Checklist

- Contact each individual you will be listing as a reference to secure their permission in advance
- Prepare three references if possible, give their name, title, company, contact information and their relationship to you; if you do not have sufficient employment references, consider using academic or personal references
- List references on a separate page, and submit as the last page of an application package (after cover letter and resume) but only if requested by the employer
- Bring the list of references to the interview or make them available if requested

Sample Reference List

Jane Doe
Human Resources Manager
ABC Company
Ajax, ON
647-123-4567
jane.doe@abccompany.com
Relationship: Supervisor

John Smith
Associate Professor
Ryerson University,
Ted Rogers School of
Management
Toronto, ON
416-979-5000 x123456
john.smith@ryerson.ca
Relationship: Professor
(Introduction to Professional
Communication)

Jill Silva
Volunteer Coordinator
XYZ Organization
Mississauga, ON 647-
555-5555
jill.silva@xyz.org
Relationship:
Colleague



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www.ryerson.ca/trsm-careers



Career Consultant Contributor Sarah Anderson

Sarah is a Career Consultant with 5+ years of experience in the human resource, recruitment, and career services industry. She is passionate about helping clients communicate their value using a strengths-based approach to land meaningful work.