

REFERENCES

The most important factor in choosing an academic or professional reference is to approach only those individuals who can speak to your legal reasoning, writing and advocacy skills, or your professional accomplishments, abilities, attitude and personality. Do not ask a professor for a reference just because you did well in his or her class.

Without some type of relationship, there is no basis for the reference. (Please note: judges will not generally write clerkship letters of recommendation on behalf of former interns.)

When asking a professor or a former employer for a reference, provide them with a current copy of your resume, and explain what the position entails, why you want it, and why you think you are a good fit. The more information you provide to your references about yourself and the opportunity, the more helpful they can be.

Make sure to contact your references shortly before a prospective employer is likely to call them. (Usually references are not checked until *after* a successful interview.) That way, the call will not come as a surprise. Make thank you calls to all your references if you get the job, and let them know how much you appreciate their help!

Always provide three references unless otherwise specified.

Formatting tip:

Use the same header you employ for your resume and cover letter, and left justify the text, just below the header, as you would a business letter. Employers will generally ask for three professional references.

Example:

ALEX VAUSE

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PROFESSIONAL REFERENCES

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