



YOUR FULL NAME

Your street address, city, state, zip code
 Your telephone and/or cell phone number and e-mail address

OBJECTIVE

This statement informs and serves as a focal point from which potential employers review and analyze your resume. It should represent a specific job within a specific industry that you are interested in obtaining.

Examples of an objective follow:

- *To obtain a position in graphic design requiring advanced Photoshop and illustration skills.*
- *To secure a position as an environmental engineer in the area of water resources for ABC Company.*
- *To secure an agricultural internship which utilizes knowledge of cattle pedigree information.*

EDUCATION

University of Wisconsin-Platteville, Platteville, WI

Bachelor of Science -or- Bachelor of Arts:

Example: Bachelor of Science; Anticipated Date of Graduation, May 2014

**Know the type of degree you are receiving. Contact your advisor or the Registrar's Office to confirm your degree.*

Major(s):

Minor(s):

Emphasis/Emphases:

Overall GPA: 3.0/4.0 –and/or- major GPA: 3.25/4.00 **Note: Your GPA is optional*

Honors/Awards/Certification(s): optional and may be listed as a separate heading.

RELATED

COURSEWORK

Optional and can be omitted from your resume if you need more space to list experiences.

EXPERIENCE

This can include full, part-time or volunteer work. List your experience in reverse chronological order

(starting with your most recent job and working backwards). Include: • job title • employer's name • city and state • dates employed. When describing your duties and responsibilities, use short and precise statements that begin with an action verb and are in a verb tense that is relative to whether you are currently employed in the position or no longer employed in the position. Other headings used for your employment section include:

- VOLUNTEER EXPERIENCE
- RELATED EXPERIENCE
- WORK HISTORY
- INTERNSHIP EXPERIENCE
- RESEARCH EXPERIENCE
- MILITARY HISTORY

COMPUTER SKILLS

Use this section to tell employers about your technical/computer skills:

- Software, Tools, and Utilities
- Operating Systems and Hardware
- Languages and Applications
- Databases and Internet Applications
- Web Development Tools
- Technical Support Training, Seminars, or Certifications
- Network and Client Server

ACTIVITIES

Use this section to tell employer other things about yourself that may help with your application including:

• Leadership roles • Clubs you do or have belonged to. Other headings for this section may include:

- AWARDS
- HONORS
- INTERESTS
- LANGUAGE SKILLS
- PUBLICATIONS
- MEMBERSHIPS (or a combination of these)

REFERENCES

Create a separate reference page with three (3) references, maximum of five (5). If space allows, you can add your references at the bottom of your resume. If you have a two-page resume with available space at the bottom of your second page, you can either add your references to the second page or create a separate reference page.

AVOID the RESUME WIZARD



Use OPTIMALRESUME Instead

[HTTP://UWPLATT.OPTIMALRESUME.COM](http://uwplatt.optimalresume.com)

The Optimal First Impression

Unlike resume wizards ... with *OptimalResume* you can:

- Easily write high impact resumes using interactive examples
- Display your resume as a website or an online document
- Style your Word® resume using numerous format options
- Achieve professional resume results in minutes
- Create up to five resumes to meet your specific career search needs.

Your resume can be displayed as a traditional Microsoft Word® document or as a personal resume website in Flash™ if desired. Or, save the Word® file to your hard drive for later printing or using as an e-mail attachment.

To Access OptimalResume ... choose from one of the following options and create your professional resume today!

1. ^{UW}Pioneer Career Network (PCN): A link to *OptimalResume* is available on your PCN “Home” page.
Don't have a PCN account? Visit the Career Center to get one started!
2. Visit <http://uwplatt.optimalresume.com> and go to the **Get Started** button.

Typos, Grammatical Errors Most Common Resume Mistakes

According to the results of a survey by Accountemps, responses from 150 senior executives--including those from human resources, finance, and marketing departments--with the nation's 1,000 largest companies. Executives were asked, “In your opinion, which of the following is the single most common mistake job seekers make on their resumes?” Their responses:

- Typos or grammatical errors – 34 percent
- Including too much information – 22 percent
- Not listing achievements in former roles – 7 percent
- Poor layout and/or design – 17 percent
- Including too little information – 7 percent
- Other/don't know – 3 percent

Getting Started

RESUME LENGTH

- One (1) page, but never more than two (2) pages (a separate reference page is not considered part of the resume length).
- A two-page resume should only be used if you have extensive experience or qualifications relevant to the position for which you are applying.
- Be sure to list your “name and “Page 2” at the top of the second page of your resume; you may also choose to list your e-mail address and/or a telephone/cell number.
- When developing a two-page resume, be sure to organize your content in a manner that places the information most likely to impress an employer on the first page.

TYPE SIZE AND STYLE

- Select a font size between 11 point and 14 point; absolutely no information crossed out or handwritten.
- Select a type style that is professional and easy to read. Avoid dense styles and styles with curlicues.

MARGINS

1. Standard Rule of Thumb: set your margins at one inch (1”) on all sides (top, bottom, left, right) to create a well-balanced design (minimum top, bottom, and side is .5”)
2. Overly narrow margins can make your resume appear jumbled, and overly wide margins can project a perception of emptiness in your resume.

***Crunched for space? Decrease the top and bottom margins slightly, but avoid decreasing the side margins if possible. Side margins provide employers with space to make notes on your resume.**

SENTENCE STRUCTURE

“To the point,” brief and informative is how sentences and/or bullet statements should be written.

Be sure the grammatical structure of your sentences is correct and consistent:

- ▶ **Past tense:** used when describing experiences you have already had or activities in which you have already participated.
- ▶ **Present Tense:** used only to describe those activities you are involved in now, such as your current (or “Present”) job.

AVOID USING the personal pronouns “I, me and my” in your resume: the employer already knows that the resume is about you. Plus, never begin a sentence with the word “I.”

WORD CHOICE

Begin your sentence with action verbs that describe exactly what you did, or are still doing, in your experiences and activities. ***See:** Action verbs – To Enhance Your Resume, Pages 5 and 6.

PAPER SELECTION AND PRINTING

- Use 25 percent Cotton Bond paper, 20-24 pound weight for best results.
- A laser printer should be used to print your resume with the watermark of the stationary right-side up and face forward.
- Paperclip or use a 10” x 12” envelope (or other appropriate size envelope).

Sample Resume Profile Statements And Objectives

The profile is an alternative to an objective statement. It gives you the opportunity to present your strengths at the very beginning of the resume.

The objective is considered by some employers to be one of the most important parts of a resume and it should not be overlooked. It informs and serves as a focal point from which potential employers review and analyze your resume. It should be brief, clearly stated, and consistent with the accomplishments and demonstrated skills as documented on your resume. In an objective, you should list the following:

1. The position title (or level or position) for which you are applying
2. The employer/company name or type of business, industry or career area sought

Examples of an Objective:

1. A management position in the import business with Pier1 Imports.
2. Position in process metallurgy/quality control.
3. Engineering position requiring technical knowledge in the areas of design, testing, and reliability of mechanical and electrical systems in order to produce a quality product.
4. A position in security in a company that will profit from my extensive experience in law enforcement.

ATTENTION! Do not copy the following statements. These statements are provided as mind ticklers. Please create statements specific to you and your experiences.

- Focused and hardworking; able to troubleshoot complex problems and get the job done
- Effective team player with exceptional communication and interpersonal skills.
- Committed to staying current on innovation in technology and computer science.
- Goal-oriented professional with exceptional technical knowledge and skills.
- Empathetic caregiver who is able to quickly establish rapport with patients.
- Detail-oriented and thorough; dedicated to providing excellence in patient care.
- Adept at managing multiple, diverse tasks simultaneously; work well under pressure,
- Team player with exceptional interpersonal and presentation skills.
- Self-motivated manager with strong leadership and customer service background.
- Confident professional communicator with outstanding listening and presentation skills.
- Detail-oriented worker who can quickly grasp system operations.
- Analytical self-starter with a strong attention to detail and the ability to bring order to chaos.
- Highly creative, self-motivated individual with _ years or experience.
- Track record of gaining greater efficiencies from existing resources.
- Able to use strong technical background to analyze complex processes and develop innovative solutions to challenges.
- Demonstrated success in project management and customer support.
- Definite abilities in leadership, planning, and organizational decision-making and team building.

GUIDELINES FOR RESUMES

ACTION VERBS – To Enhance Your Resume

When promoting yourself, you must express your skills, assets, experience, and accomplishments in an active voice, using a concise manner, which is easy and straightforward. Begin each descriptive section in your resume with an Active Verb. The following is a simple list; create your own that reflects your discipline and skills. ADDITIONAL ACTION VERB lists are available through *OptimalResume*.

Research Skills	Technical Skills	Teaching Skills	Financial Skills	Communication Skills
Collected	Assembled	Advised	Allocated	Addressed
Critiqued	Built	Clarified	Analyzed	Arbitrated
Diagnosed	Calculated	Coached	Appraised	Arranged
Evaluated	Computed	Communicated	Audited	Authored
Examined	Designed	Coordinated	Balanced	Corresponded
Extracted	Devised	Developed	Budgeted	Developed
Identified	Engineered	Enabled	Calculated	Drafted
Inspected	Fabricated	Encouraged	Computed	Edited
Interpreted	Maintained	Evaluated	Developed	Enlisted
Interviewed	Operated	Explained	Forecast	Formulated
Investigated	Overhauled	Facilitated	Managed	Influenced
Organized	Programmed	Guided	Marketed	Interpreted
Reviewed	Remodeled	Informed	Planned	Lectured
Summarized	Repaired	Initiated	Projected	Mediated
Surveyed	Solved	Instructed	Researched	Moderated
Systematized	Trained	Persuaded		Motivated
	Upgrades	Set goals		Negotiated
		Stimulated		Persuaded
				Promoted
				Publicized
				Recruited
				Spoke
				Translated
				Wrote
<hr/>				
Management Skills				
Administered	Directed	Reviewed		
Analyzed	Evaluated	Scheduled		
Assigned	Executed	Strengthened		
Attained	Improved	Supervised		
Chaired	Increased			
Contracted	Organized			
Consolidated	Planned			
Coordinator	Prioritized			
Delegated	Produced			
Developed	Recommended			

GUIDELINES FOR RESUMES

Even More ACTION VERBS ...

Creative Skills	Helping Skills	Administrative or Detail Skills	Information Skills	Problem-Solving Skills
Acted	Shaped	Approved	Catalogued	Analyzed
Conceptualized	Assisted	Arranged	Clarified	Applied
Created	Assessed	Catalogued	Classified	Calculated
Designed	Clarified	Classified	Compiled	Compiled
Developed	Coached	Collected	Composed	Consulted
Directed	Counseled	Compiled	Conveyed	Corrected
Established	Demonstrated	Dispatched	Copied	Created
Fashioned	Diagnosed	Executed	Corrected	Critiqued
Founded	Educated	Generated	Defined	Designed
Illustrated	Expedited	Implemented	Documented	Developed
Instituted	Facilitated	Inspected	Gathered	Diagnosed
Integrated	Familiarized	Monitored	Informed	Discovered
Introduced	Guided	Operated	Kept records	Dissected
Invented	Referred	Organized	Memorized	Examined
Originated	Rehabilitated	Prepared	Proofread	Explored
Performed	Represented	Processed	Questioned	Problem-
Planned	Serviced	Purchased	Reviewed	Solved
Published	Supported	Recorded	Specified	Proposed
Revitalized	Tended	Retrieved	Studied	Researched
	Tutored	Screened	Surveyed	Resolved
		Specified	Tabulated	Revised
		Systematized	Tested	Searched
		Tabulated	Verified	Studied
		Validates		Tracked
				Troubleshoot
				Uncovered

Leaderships Skills

Appointed	Completed	Facilitated
Approved	Conducted	Headed
Arranged	Consulted	Initiated
Assessed	Delegated	Launched
Assigned	Demonstrated	Motivated
Authorized	Determined	Negotiated
Carried out	Devised	Nominated
Chaired	Directed	Presided
Coached	Enlisted	Started

Resume Checklist

OVERVIEW

- Does your resume look like a professional document; error free and a statement of honesty?
- Does your resume demonstrate that you have kept your objective in mind?
- Did you use action phrasing or language that positively markets your qualifications and achievements?
- From the perspective of the employer, is your resume an impressive, easy-to-read “snap shot” of you that provides enough reasons to invite you for an interview?

ORGANIZATIONS

- Are you using the proper format for your resume: chronological, functional, or a combination?
- Does your name stand out at the top of the page and it is easy to find your section headings?
- Do you have a two-page resume? Is your “Name” and “Page 2” on the top of your second page?
- Are the most relevant or professionally impressive sections toward the top of your resume document?
- Are your education entries listed either highest (current education) or most relevant first?
- Are your experiences listed most recent first (current employment first or reverse chronological order)?

CONTENT

- If an objective or summary statement is used, does it project knowledge of the desired career field by using appropriate phrasing and highlighting relevant skills?
- Includes at a minimum: objective, skills, or qualification, education, and experience sections?
- Includes additional RELEVANT sections: honors, awards, volunteer experience, professional interests, and memberships?
- Work experience includes jobs usually from the past 10 years?
- Are experiences grouped according to topics that relate to your goals or objectives?
- Did you use bulleted, action verb phrases to describe your accomplishments/duties, NOT hard-to-read paragraphs? (May use a paragraph format that utilizes short/brief listings for job duties.)
- Were you consistent with verb tenses and placement of headings and content (indent, bold, underline)?
- Does NOT include lists of unrelated duties, references, work addresses, supervisor names, photos, and salary information (unless requested by the prospective employer)?
- Uses key words and key phrases from your career field and action verbs to make your experience and training jump from the page?
- Have you listed appropriate activities, noting leadership positions?
- Leave out personal information that could be viewed negatively or used to discriminate against you?

APPEARANCE

- Is your resume neatly printed on spotless, quality, bond, resume paper (25 percent Cotton Bond paper, 20-24 pound weight)?
- One page? - Unless you have lots of relevant experience.
- 100 percent error free: no spelling, capitalization, punctuation, and spacing errors!
- Uniform Margins: top, bottom, and side margins (1” maximum; .5” minimum; uniform for all pages)
- Resume is appealing to the eye with enough white space to make it easy to read.
- Consistent use of dates, dashes, font styles, character size, and style (bold, italic, underline)?
- Tabbed bullets line up perfectly ... DO NOT use the space bar!
- Are you using a resume template?? We recommend that you don't use a template or resume wizard!

Need resume assistance? Schedule an appointment with a Career Consultant. Call the Career Center at 608.348.1183. Resume books are available for review in the Career Center, Ullsvik Hall.

How To Apply Online And Get An Employer's Attention

If you want the job ... follow directions! A recent survey by the National Association of Colleges and Employers (NACE: JobWeb's/ Job Choices' publisher) asked employers for their advice on how to make an electronic application outstanding. Here's what they recommend:

- Follow directions. Be careful to enter the correct data in the correct field.
- Ask for advice on completing the application from the company recruiter or an alumnus who may work at the company.
- Tailor your application information to the position. Don't copy and paste text from your generic resume.
- Use key words, buzz words, and industry verbiage. Use the verbiage in the job ad as your model. Employers search on key words when they're looking for people to fill specific positions.
- Create a skills-inventory section even if the application doesn't require it. You might put this in a comments section.
- Include numbers and statistics if they are available. (Example: Counted five cash drawers daily; responsible for more than \$10,000 per eight hour shift.)
- Complete all fields-even those that aren't required.
- If the company offers an optional assessment test online, take it. (One employer recently admitted that students who don't take the optional assessment test are automatically screened out.)
- Make sure your resume can hold its own in a very simple format. Fancy bullets, text, italics, and bold do not convert well in an electronic application.
- If possible, spell check and grammar check your application before submitting it. Have an error-free application because this application serves as the employer's first impression of you.
- Include a strong objective. Ask a career counselor to help you work your objective. Another use of the comment section: use it to demonstrate that you've done research on the company and the industry.
- Use quotes from letters of recommendation in your resume or cover letter.
- Follow up your electronic application with a personal e-mail to the recruiter. A follow-up phone call is acceptable if the ad does not say, "No phone calls."

For more information and tips on Electronic Resume, go to: www.jobweb.com

PLAIN TEXT VERSION RESUME: **OPTIMALRESUME**, the Career Center's newest resume tool for students, provides the option of saving a resume on a Plain Text Version; Students may access *OptimalResume* through one of the following:

1. **Pioneer Career Network (PCN):** A link to *OptimalResume* is found under Additional Resources in the menu bar on your PCN "Home" page.
Don't have a PCN account? Go to www.uwplatt.edu/careercenter to get one started!
2. <http://uwplatt.optimalresume.com> and go to the **Get Started** button.

DAWN A. SUPERWORKER

Present Address:

111 North Water Street
Platteville, WI 53818
(608) 342-1234
superworker@uwplatt.edu

Permanent Address:

333 Lutefisk Drive
Wonewoc, WI 53968
Cell: (608) 778-1234
superwd@myemail.com

SUMMARY

- Responsible, team-oriented self starter with strong communication skills.
- Experienced with high-profile budget concerns and conflict resolution.
- Proven ability to handle high-pressure situations successfully.

EDUCATION

University of Wisconsin-Platteville, Platteville, WI

Bachelor of Science, Anticipated Date of Graduation: May 2012

- Major: Business Administration
- Emphasis: Human Resource Management
- GPA in Major: 3.6/4.0

University of Wisconsin-Richland, Richland Center, WI

Associate of Arts and Sciences, May 2008

RELATED EXPERIENCE

Student Housing, University of Wisconsin-Platteville, Platteville, WI

Spring 2009-Present

Resident Assistant, Wilgus Hall

- Act as resource person for 30 residence hall students.
- Enforce university policies, facilitate group interactions, and resolve conflicts.
- Provide programming to residents, including career and wellness presentations.
- Staff front desk to assist students and answer questions.

Pioneer Involvement Center, University of Wisconsin-Platteville

Sept. 2008-Present

Assistant Homecoming Chair

- Assisted with allocation of funds from budget of over \$10,000
- Reviewed proposals to determine best use of student fees.
- Resolved disputes regarding funds for activities.

Lands' End, Dodgeville, WI

Oct. 2006-Jan. 2007

Customer Sales Representative (Seasonal)

- Received phone orders, inquires, and transfer calls
- Answered questions on company policies, products, and distribution.
- Provided customer assistance to resolve problems.

AWARDS AND HONORS

Dean's List, Chancellor's List, Phi Kappa Phi Honor Society, Leadership Excellence Award

ACTIVITIES AND INTERESTS

Society for Human Management (SHIRM): Member, Fall 2008-present

Orchard Manor Nursing Home: Volunteer for Bingo Games, Fall 2008-present

Interests include: cross-country skiing, volleyball, and mountain biking.

ISAAC B. GOLDBERG

922 Campus Road, Platteville, WI 53818
(608) 723-6354 – Email: IBGold@uwplatt.edu

OBJECTIVE: To secure a professional position in mechanical engineering.

EDUCATION:

University of Wisconsin-Platteville, Platteville, WI

Bachelor of Science, December 2009

Major: Mechanical Engineering (ABET Accredited)

Minor: Business Administration

*Financed 100% of college education

GPA: 3.75/4.0

Chancellor's List (three semesters)

Deans' List (six semesters)

ENGINEERING EXPERIENCE:

Chipsoft, Fennimore, WI

January 2009 – August 2009

Technical Aide Co-op, Commercial Graphics R&D Laboratory Division

- Worked directly with Chipsoft Engineers in the Commercial Graphics Adhesives Division.
- Mixed new formula adhesive mixtures with characteristic additives.
- Blade coated adhesive into spread form on liners and laminated film covering.
- Screen printed samples including ply adhesion, rivet tenting, x-gashing, film shrinkage, gerber test, tensile and elongation, weathering-accelerated and outdoor, electrocuting, and weeding.
- Maintained a technical notebook on all projects performed.

OTHER EXPERIENCE:

NatureFun Council Summer Camps, locations in WI and MN

Seasonal: 2005-2008

Camp Program Director, Sr. Program Specialist

- Designed and implemented an extensive outdoor initiatives program that served thousands of customers each summer through a multi-tier program schedule.
- Provided leadership and direction from the camp's conception to implementation.
- Recruited, hired, trained and supervised a multi-ethnic and gender camp staff.
- Administered employee performance reviews, motivated work force to exceed standards for environment.
- Recruited record numbers of campers through a strategic marketing plan. In 1999, camp attendance reached an all-time high of more than 6,100 participants, making it one of the largest camps of its kinds in the United States.

COMPUTER SKILLS:

AutoCAD 14; Quattro Pro; Pascal; Fortan HTML; Corel WordPerfect

Microsoft Office 2007: Word, Excel, Access, PowerPoint

ACTIVITIES AND INTERESTS:

- American Society of Mechanical Engineers (ASME), UW-Platteville: Member (Fall 2007 -present)
- Association of Computing Machinery (ACM), UW-Platteville: Member (Spring 2006-present)
- Alpha Lambda Delta National Honor Society, UW-Platteville: Inducted Spring 2006
- Alpha Phi Omega National Service Fraternity, UW-Platteville: Member (Spring 2006-present)
- Intramural Sports: basketball, soccer, baseball

JAMES DARIEN

345 W 3rd St #42
 Platteville WI 53818
 Cell: (608) 778-0001
 Email: DarienJA@uwplatt.edu
 Website: www.jadarien.com

OBJECTIVE

To obtain a position as a Marketing Management Trainee.

EDUCATION

University of Wisconsin-Platteville, Platteville WI

Bachelor of Arts, May 2009

Major: Economics

Minor: English

GPA in Major: 3.45/4.0

Overall GPA: 3.21/4.0

RELEVANT COURSES

Management Science

International Economics

Labor Economics and Labor Relations

Digital Imaging

Publication Graphics

Interpretation of Business and Economic Data

INTERNSHIP EXPERIENCE

Lewis & Clarke Advertising Agency

Dubuque IA

Marketing Assistant

Summer 2008

- Coordinated the public information campaign for the Mississippi Guard 25th Anniversary event
- Managed and expanded the Community Relations Program designed to foster good business relations
- Assisted marketing manager in promotion, product development, and demographic analysis

Paterno Marketing

Galena, IL

Marketing Assistant/Telephone Interviewer

Summer 2007

- Co-organized marketing plan for new telemarketing promotion, "Up With The Sun"
- Wrote and designed brochures and other publications for various marketing plans
- Assisted in planning and implementing public relations/public information campaigns

OTHER EXPERIENCE

Design Services; Pioneer Involvement Center, UW-Platteville

Platteville WI

Student Designer

Fall/Spring 2005-Present

- Create layout for posters, flyers, buttons, banners, brochures, and newsletters
- Assist with promotional campaigns for student organizations and campus events

Darien Acres

Evansville WI

Assistant Herdsman for Family Dairy and Grain Farm

1992-2006

- Operated and repaired various farm machinery; completed seasonal crop harvests and coordinated annual planting needs; managed daily milking and care of 150 head of dairy cattle

COMPUTER SKILLS

Graphic Software: Photoshop, Illustrator, Quark, Dreamweaver

Software: Microsoft Office 2007 (Word, Publisher, PowerPoint, Picture Manager, Excel, Access)

- Proficient using both PC and MAC platforms

LEADERSHIP ACTIVITIES & INTERESTS

Pioneer Football team, UW-Platteville: Member, Fall 2006 – December 2007

- Team Captain: 2007
- Most Valuable Offensive Lineman: 2008, 2007
- All WIAC 1st Team: 2007

UW-Platteville service Club: Member, Fall 2006-present

Eagle Scout: 2001

Resumes Win Interviews, but ...

REFERENCES Win Job Offers

Offering references in itself poses no danger. The risk arises when a hiring manager calls them:

- A former supervisor may not be with the company anymore.
- Your last boss may sound hesitant when asked to talk about your experience.
- A former co-worker may not even remember who you are.
- “Company policy prohibits us saying anything. We can only verify dates of employment and position title.”
- “Are you certain he/she gave my name as a reference?”
- “We miss him/her so much. Too bad he/she was let go.”

***Note:** These replies are more common than you might think, and they can kill a job offer.

BASIC GUIDELINES:

- Identify potential individuals to use as a reference early in your college career. Get to know your professors and advisors and let them get to know you. Impress them!
- DO NOT offer anyone’s name as a reference unless you have that person’s permission to do so.
- Your potential list of professional references should include a balance of employer and academic references. Use caution if considering using personal or character references.
- Plan to acquire three to five references. If you are applying for several different positions you may need to select which references best support your abilities for the position you are applying.
- It is not necessary to include the line “References Available Upon Request” at the bottom of your resume. It’s understood you will supply a list of references upon request. General rule, do not send the reference page with your resume unless requested to do so.

Types of References

Employment • Professional • Academic • Personal

CHECKLIST FOR ASKING SOMEONE TO SERVE AS A REFERENCE:

- Ask for permission and verify their position and contact information. For example, “*Would you be willing to serve as a reference for me as I pursue my job search? Yes, thank you and let me confirm your position title and business address.*” Provide a copy of your resume to them.
- In most cases, your references will be contacted by phone or will be sent a form to complete. It’s usually not necessary for the reference to write a letter for you, but some may.
- When possible, provide your reference with a description of the job you are applying for and how you feel you meet or exceed that criteria for the position.
- Thank your reference and keep them posted throughout your employment process.
- A call from a prospective employer should not be a surprise to any of your references. It should be expected so your references are adequately prepared to respond with facts and specific examples about your abilities. Be sure to let them know whether you are still active in the job search process.
- Congratulations you got married ... inform your references of your name change!

Two Critical Reference Check Questions:

1. Would they like to say anything more about you?
2. Would they hire you again?

DAWN A. SUPERWORKER

Present Address:

111 North Water Street
Platteville, WI 53818
(608) 342-1234
superworker@uwplatt.edu

Permanent Address:

333 Lutefisk Drive
Wonewoc, WI 53968
Cell: (608) 778-1234
superwd@myemail.com

REFERENCES

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Ms. Diana Windsor, Supervisor
Catering services Division
White House Inn Restaurant & Catering
1010 Sate St.
Madison, WI 53707
608.261.0070

Jennifer Nevada, Office Manager
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