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# A Guide to Professional References

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## WHY HAVE REFERENCES?

Many employers will ask for references as part of your application. It can be helpful to create a “master” reference sheet with information for all of your possible references to tailor and use when a position opens.

**Talk with the Advisor for Vocation & Career Development:** Visit the Southern Seminary & Boyce College Office of Career Development in Williams Hall, Room 112 or email [careerdevelopment@sbts.edu](mailto:careerdevelopment@sbts.edu) to make an appointment.

You can access our editable **cover letter template** [here](#).

## REFERENCE ESSENTIALS

### 1. Look for quality references who can speak authoritatively and convincingly on your behalf

Think about employers, supervisors, professors, and mentors who know you professionally, but well.

### 2. Get permission from your references in advance

Be sure to get permission in advance so that your references are ready for phone calls/emails and to speak on your behalf. You don't want them to be caught off-guard.

### 3. Be strategic with your references' roles and titles

Tailor your References Page to fit the job(s) for which you're applying. For example, if you would like to enter the legal field, it would be ideal to have a reference with a Juris Doctor (J.D.), while a ministry position might like to see a reference with a Doctor of Philosophy (PhD) or Doctor of Ministry (DMin.)

### 4. Give them a heads-up before the call

Let your references know when you've submitted an application so they can prepare for a call from the hiring manager.

### 5. Keep contact information up to date

Stay in touch with your references and make sure that their contact information is accurate.

### 6. Avoid using family members as references

\*\*\*Remember, you are trying to enter the professional world...therefore, you want professional references.

## References for John A. Broadus

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Bob Graham, PhD  
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Mr. Graham was my supervisor during my tenure as a student teacher at Faith Christian Academy.

Becky Rawlins, SPHR  
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Mrs. Rawlins was my supervisor during my internship with the HR Pros, LLC.

Josef Robertson, PhD  
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Dr. Patterson was my communications research and implementation professor during my time as student at Virginia University of Bedford.

Charles Parrish, DMin  
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Dr. Parrish was my supervisor when I served as a pastoral assistant at Lake Farm Baptist Church.

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