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How to add references to a resume

Résumé is a document presenting an individual's background, skills, and accomplishments, often used to secure new jobs. It typically includes relevant job experience and education summaries. Résumés are commonly used in the UK, EMEA, and Asian countries, where a curriculum vitae (CV) serves similar purposes. In South Asia, biodata is sometimes used instead of résumés. The term "résumé" comes from French, meaning 'to summarize'. Leonardo da Vinci is credited with creating one of the first résumés, but it was more like a letter. Over time, résumés have evolved to include personal interests and hobbies by 1950, and took on a professional look in the 1970s. The internet and social media have made résumés more accessible and shareable, with online builders and video résumés becoming popular. Typically, a résumé is limited to one or two pages, highlighting relevant experiences and qualifications for a desired position. Job seekers and students must adapt their résumés to suit each individual job application, increasing the likelihood that computerized keyword scans can find them. This marketing document should be tailored for a particular industry or job opening, rather than being a one-size-fits-all approach. The rise of multimedia and video résumés in 2006 allowed job seekers to reach employers directly through email and résumé blasting, but this method can have negative effects if not done properly. Instead, it's recommended to optimize each résumé for the specific position applied for and its keywords. A "master résumé" document can help keep track of experiences while allowing for customization for different job openings. Résumés in specialized fields like medicine or art may be longer due to the need to highlight specific experience and achievements. Common résumé formats include reverse chronological, listing current and previous positions with dates, and functional, sorting work experience by skill area or job function. The reverse chronological format is optimal for professionals making advancements in the same field, showcasing career growth over time and filling gaps in a career trajectory. The functional résumé was initially popular among individuals with varied work histories, career changes, or roles held some time ago. It highlights specific professional capabilities and experience summaries to showcase skills quickly. However, it has been largely replaced by hybrid résumés that combine the best of reverse chronological and functional formats. A hybrid résumé starts with a profile or summary showcasing relevant information, followed by highlights and/or strengths before listing experience and education in reverse chronological order. This format is ideal for candidates with employment gaps, multiple short-term roles, or relevant early-career experience. It also helps those looking to change fields or industries. A modern approach to résumés is the blind résumé, which removes personal identifying information like names, ages, genders, addresses, and educational backgrounds to promote fairness, equality, and diversity in recruitment. This method aims to eliminate biases based on factors like ethnicity, gender, or academic pedigree, ensuring recruiters assess candidates solely on relevant qualifications, experience, and skills. As the Internet becomes increasingly multimedia-driven, job-seekers are adopting website résumés, video résumés, and infographic résumés to stand out in creative and media fields. As the trend of multimedia-based résumés gains popularity, human resources management professionals express concerns that this may be a passing fad and traditional résumé formats could be overlooked by recruiters. According to Forbes, nearly 85% of employers utilize Applicant Tracking Systems (ATS), which often only accept digital résumés. This shift has significantly impacted the way résumés are written, read, and processed, with paper-based résumés becoming an exception rather than the norm. Many employers and recruitment agencies require résumés in specific file formats, such as Microsoft Word or PDF, while others prefer plain ASCII text. To increase the chances of being noticed by ATS, it is crucial to tailor résumés to their standards, as 88% of employers believe qualified applicants are filtered out due to ATS limitations. Résumé parsers often correctly interpret certain sections but struggle with less structured information, highlighting the importance of using ATS-friendly formats and keywords. The term "resume" has a rich history dating back over 500 years. Its origins can be traced to the French language, with the past participle of "résumer" meaning to summarize or resume. Over time, the format and content of resumes have evolved, influenced by cultural and technological advancements. From Leonardo da Vinci's CV to modern-day job seekers, resumes have played a crucial role in professional development. The rise of artificial intelligence (AI) has also led to changes in resume writing, with some experts advocating for blind hiring practices that focus on skills rather than personal characteristics. In recent years, the use of AI-powered applicant tracking systems (ATS) has become more prevalent, making it essential for job seekers to tailor their resumes to ATS-friendly formats. With the increasing importance of diversity, equity, and inclusion (DEI), many organizations are now using blind hiring practices to reduce unconscious biases in the hiring process. As the job market continues to evolve, so too must our understanding of what makes a effective resume. By exploring the history of the resume, its current applications, and future trends, we can better prepare ourselves for the challenges and opportunities that lie ahead. The Elements of Résumé Style by Bennett and Resume Magic by Whitcomb provide guidance on writing effective résumés and cover letters. Euro CV by Thiollet offers insight into the European approach to curating a compelling resume. The Creative Commons license allows for free sharing, remixing, and adaptation of this material, provided proper attribution is given. The terms include requirements for crediting sources, indicating changes made, and distributing contributions under the same license. While including references on a résumé may not be necessary, certain situations may necessitate their inclusion, such as specific job requirements or scenarios where strong references are essential. Two common methods for listing references on a resume are creating a dedicated reference section or including them on a separate page. This guide will explore the basics of referencing and provide alternatives for situations where sending references is challenging. When to put references on a resume is crucial. The general rule is to wait until they're requested by the employer. However, there are situations where including references can be necessary, such as if the job description specifically asks for them or if you've progressed further in the hiring process. Additionally, certain government and institutional positions may require strong references and a background check. If you do need to include references, make sure to prioritize impressive ones, like a company CEO, by listing them first. When crafting a reference section, it's essential to include the necessary information for contacting a reference, such as their official business number and email. A simple mistake is only providing a name and company without additional contact details. Always specify a reference's job position or title, and if unsure, ask them before submitting your references. The formatting of a reference section will depend on whether it's being created within a larger resume or separately on a different page. If including references directly on a resume, keep the section short and only include one or two relevant and impressive ones to avoid overwhelming the hiring manager. When compiling your resume's references section, it's essential to strike the right balance between providing relevant information and avoiding unnecessary details that take up valuable space. One approach is to organize your references in a manner similar to a work experience section, prioritizing relevance by ordering them accordingly. The basic format for referencing an individual includes their name, position or title, company or university, address, phone number, and email address. However, it's crucial to avoid including personal contact information without explicit permission from the reference, sticking instead to official and public details. Optional additional information can be included within a reference, such as your relationship with the individual, the length of time you worked together, and examples of shared experiences that demonstrate their ability to provide detailed insights. When it comes to formatting the rest of your resume, remember to check out other guides in this series for further assistance. When determining what information to exclude from a reference on your resume, consider avoiding personal details, lengthy descriptions of your relationship with the reference, and non-essential anecdotes. It's also advisable not to include too many references from the same company or employer, as this can detract from the overall impact of your references section. The goal is to provide concise references that are easy to read quickly and clearly convey why each person has been included. Take a look at these two examples illustrating how to correct reference errors: when adding supplementary information, keep it brief and focused on the most relevant details. Avoid vague wording such as "several years" and instead opt for specific, concise language. When crafting your resume, it's essential to include relevant and impressive references that highlight your skills and work ethic for the specific job you're targeting. Typically, aim for three to four references, though in some cases up to five or six may be acceptable. When selecting these references, consider factors such as their prestige within their field, relevance to the job requirements, and strong professional relationships with them. As you compile your reference list, consider including a mix of individuals from different backgrounds, like former employers, supervisors, coworkers, professors, internship supervisors, community members, business partners, or even college professors. However, prioritize references who can provide specific, relevant information about your skills and work ethic for the desired position. When requesting references, be direct but polite in your approach. A phone call is often preferred, but a brief email will suffice in emergency situations. Remember to respect their time by providing an adequate timeframe for them to prepare for potential contact from hiring managers. It's generally best to avoid personal relationships as references, such as significant others or family members, as this can lead to biased recommendations. Nonetheless, exceptions may apply if the reference has worked closely with you in a professional capacity. Given article text here