REFERENCES

BASICS
- References should always be included when an advertisement specifically calls for them; however, references should ALWAYS be on a separate document from your resume.
- Include 3-5 professional references who can comment specifically on your work ethic, academic achievement, or involvement in community service, volunteerism, or organizations.
- Include your name and contact information as it appears on your resume.
- Include the header-References (See Sample)

REFERENCE PAGE CONTENT
- Name of person with courtesy title (Ms., Mr., Dr., Prof.)
- Position title
- Company/Organization
- Mailing Address
- Telephone Number
- E-mail address

SUGGESTIONS
- Do not use personal references (friends, family).
- Be sure to ask the individual for permission before listing them as a reference.
- Keep references informed of your goals by providing them with a current resume and description of what types of positions you are considering. References will then be able to offer a potential employer more information about your achievements and involvement.
- Always ask a reference what information can be included on your reference page (home or work address, home or work phone number, e-mail).
- Be sure to keep your references informed of your job search progress.
- Send your references a note when you get a job to share your good news and to thank them for acting as a reference for you.
- After your job search is complete, maintain contact with your references in case you need to use them again in the future.

Whom Should You Ask?
- Former/Current Supervisors
- Professors
- Academic Advisors
- Contacts from Volunteer Work
- Mentors
- Customers/Clients
- Colleagues
- Coaches
REFERENCES

SAMPLE REFERENCE PAGE

Natalie L. Knight
555 Third Street · De Pere, WI 54115 · (920) 337-5555 · nknight00@students.towson.edu

REFERENCES

Ms. Stephanie Dawson
Public Relations Coordinator
Promotions Management Incorporated
555 Some Street
Green Bay, Wisconsin 54301
(920) 555-1234
Stephanie.dawson@pmi.com

Ms. Diedre Collins
Director of Communications
United Way of Charles County
3456 H Street
Washington, DC 20123
(202) 555-5432
Diedre.Collins@ccunitedway.org

Mr. David Smith
Marketing Specialist
Sargento Cheese
8765 Another Street
Plymouth, NJ 55555
(330) 555-8989
David.Smith@sargentocheese.com

Dr. Abigail Turner
Professor of Communications
123 Boyle Hall
Georgia State University
St. Augusta, GA 54115
(678) 444-1221
Abigail.Turner@georgia.edu