



### 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.

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### Whom Should You Ask?

- Former/Current Supervisors
- Professors
- Academic Advisors
- Contacts from Volunteer Work
- Mentors
- Customers/Clients
- Colleagues
- Coaches



SAMPLE REFERENCE PAGE

### Natalie L. Knight

555 Third Street · De Pere, WI 54115 · (920) 337-5555 · [nknight00@students.towson.edu](mailto:nknight00@students.towson.edu)

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#### REFERENCES

Ms. Stephanie Dawson  
Public Relations Coordinator  
Promotions Management Incorporated  
555 Some Street  
Green Bay, Wisconsin 54301  
(920) 555-1234  
[Stephanie.dawson@pmi.com](mailto: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](mailto:Diedre.Collins@ccunitedway.org)

Mr. David Smith  
Marketing Specialist  
Sargento Cheese  
8765 Another Street  
Plymouth, NJ 55555  
(330) 555-8989  
[David.Smith@sargentocheese.com](mailto: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](mailto:Abigail.Turner@georgia.edu)

