

References

Reference List Outline

Your Name
Full address
City, State Zip
Phone/Email

The heading on your reference page is typically the same format as on your resume.

References

Name of Reference
Job Title
Company or organization name
Address
City, State Zip
Phone/Email
Length and Nature of the Relationship (optional)

This contact list can be placed on the page in any way you find visually appealing: centered, left aligned, columns etc.

*Repeat above information for every reference you include

Reference List Basics

Selecting References

- Select people who know your work style and ethic – instructors, faculty, and/or past supervisors are ideal
- Do not include friends and family unless the employer requests personal references
- Select people with good communication skills and who will speak highly of your work
- Always ask permission before adding someone to your reference list
- Send all references a current copy of your resume so they can be reminded of your experiences during a call from an employer

Reference Etiquette

- Organizations typically request a list of between 3-5 references, plan to have this many on your list
- Only send a reference list once it is requested
- Bring references to all interviews in case an employer requests them at that time
- Do not list your references on your resume – your reference list should be a separate document
- Once you have secured a position, always send a thank you note to your references

OVER ➤

Reference List Sample

ELIZABETH GOODMAN

1234 University Avenue SE
Minneapolis, MN 55455
612-555-1234 ♦ egoodman@hotmail.com
<http://www.elizabethgoodman.com>

REFERENCES

Jack Johnson, Ph.D.
Associate Professor
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jjohnson@umn.edu
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(Advisor and Instructor, 3 years)

Jennifer Logelin, Ph.D.
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(Course Instructor, Fall 2004)

Jackie Roth, M.A.
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651-555-1222
(Internship supervisor, 1 year)

Amy Jorgen
Freelance Designer
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(Professional Mentor, 2 years)

David Swanson
Owner
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(Direct supervisor, 3 years)
