

Sample Reference Page

The purpose of a reference page is to have a list of individuals that can verify and expound on your experience to a potential employer. **Consider professors, advisors, and current or past supervisors as potential references.** Always ask permission before you include their name and contact information on your reference page. Finally, make sure to **stay in contact with your references regarding your job search and give them a copy of your resume** – it will help them be better prepared to talk about your experiences to employers.

TIP: Use the same contact header that you used on your resume and cover letter. This will give all of your application material a clean, consistent, and professional look.

TIP: Include reference's name, job title, company name, company address, phone number, and email address for each reference. Be consistent in ordering.

TIP: Text should be either aligned left or centered.

TIP: Double check your references' names and contact information to make sure everything is correct and current.

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References

Dr. Connor Davis

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Mr. Donald Wakeman

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Ms. Rachel Thomas

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REFERENCE PAGE DO'S AND DON'TS

NOTE: Some employers ask for a Reference Page to be attached when applying to jobs online; other times you will input your references' information directly into the online job application. Regardless, it's best to create a Reference Page to have on hand.

DO

1. Use professionals as references such as current/past employers, professors or co-workers. You could also list supervisors from your clinical/research/student teaching experience, internship experience, volunteer experience, etc.
2. Use professional references that know you well and can say good things about your character, skill sets, work experience, and work ethic.
3. Ask for permission first before you list your reference as a reference. (You do not want an employer to call a reference who is unaware that they are a reference and therefore unprepared to give a good reference.)
4. List the following contact information for each reference: work email, work address, and work phone number. Confirm all information is current and correct with your references.
5. Give an updated resume to your references – this will help them be better prepared to talk about your experiences and skill sets to employers.
6. Keep your references in the know regarding your job search. If you have a job interview, send a short email to your references informing them of the company name and job title, along with why you are interested/would be a good fit for this position. (Typically, employers conduct reference checks after they conduct final interviews with a candidate whom they plan to make an offer to.)
7. Use the same contact header that you used on your resume and cover letter to give a clean, consistent, and professional look.
8. Follow the instructions on the job posting (i.e. If the job posting asks for only 3 references, give ONLY 3 references).
9. Be consistent in how you order contact information of each reference. For example, if you list the email address last for one of your references, make sure all email addresses are listed last for the other references.
10. Keep your reference page to 1 page.
11. If you receive an in-person interview, print and bring several copies of your cover letter, resume, and reference page. Print single-sided on resume paper and paper clip together.

DON'T

1. Include family/friends as references. Employers want to know how you conduct yourself in a professional setting, not a personal one.
2. Include personal addresses or phone numbers (unless your reference prefers to use this).
3. Include your references on your resume. References should be a separate document.
4. Use statements like “References available upon request” on your resume. This is a waste of space and unnecessary.